



## The Corporation of The Township of Bonfield

### AGENDA FOR COUNCIL MEETING TO BE HELD JULY 9th, 2024 AT 7:00 P.M.

1. **Call to Order**
2. **Adoption of Agenda**
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of previous minutes**
  - a. Regular Meeting of Council: June 25, 2024
5. **Presentations and Delegations**
6. **Staff Reports**
  - a. Report from Deputy Clerk-Treasurer – Credit Card Fees
  - b. Report from Deputy Fire Chief - Fire Department Update June 2024
  - c. Report from CAO – Open Question Period on the Council Agenda
7. **Adoption of Committee Minutes/ Motions**
  - a. **Corporate Services Committee:** July 2, 2024
  - b. **Emergency Services Committee:** No Minutes for this session
  - c. **Planning Advisory Committee:** No Minutes for this session
  - d. **Recreation Committee:** No Minutes for this session
  - e. **Police Services Board:** No Minutes for this session
8. **Items for Council Discussion:**
9. **Resolutions to be Considered for Adoption**
  - a. Third reading of By-law 2024-27 being a by-law to regulate open-air burning
  - b. Third reading of By-law 2024-25 being a by-law to provide for Fire Department fees
  - c. Resolution to adopt By-law 2024-45 being a by-law to execute an agreement between CUPE and the Township of Bonfield
  - d. Resolution to adopt By-law 2024-48 being a by-law to execute an agreement between Ontario Arts Council Grant and the Township of Bonfield
10. **Correspondence**
  - a. Township of Bonnechere Valley - To Increase Infrastructure Funding
  - b. Township of Otonabee-South Monaghan - Regulations for Importation and Safe Use of Lithium-ion Batteries
  - c. Animal Alliance of Canada Fund
11. **Closed Session –**
  - a. 239 b - personal matters about an identifiable individual, including municipal or local board employees

*Small Community, Big Heart*



12. **Confirmatory By-Law**
  - a. Resolution to adopt By-law No. 2024-47
13. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
REGULAR MEETING OF COUNCIL  
June 25th, 2024

PRESENT: Narry Paquette, Chair Donna Clark  
Jason Corbett Steve Featherstone  
Dan MacInnis

STAFF PRESENT: Nicky Kunkel, CAO/Clerk;  
Ann Carr, Planning Administrator

**1. Call to Order**

**Motion 1**

Moved by Dan MacInnis Seconded by Jason Corbett  
THAT this meeting be opened at 5:40 p.m.

Carried Narry Paquette

**2. Closed Session**

**Motion 2**

Moved by Steve Featherstone Seconded by Donna Clark  
THAT the Meeting of Council hereby proceeds to closed session in accordance with Section 239 of the Municipal Act, 2001, as amended, at 5:41 p.m. for the purpose of discussing matters pertaining to personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.

Carried Narry Paquette

**Motion 3**

Moved by Jason Corbett Seconded by Dan MacInnis  
THAT the Meeting of Council resumes open session at 6:55 pm having discussed CUPE negotiations and matters regarding identifiable individuals including employees.

Carried Narry Paquette

The following two resolutions emanated from closed session:

**Motion 4**

Moved by Dan MacInnis Seconded by Donna Clark  
That Council of the Corporation of the Township of Bonfield hereby confirm that the agreement with the CAO Clerk-Treasurer position has flex time and shall work a minimum of 2080 hours per year, excluding evening meetings which are considered time in lieu hours to a maximum of 80 hours annually.

Carried Narry Paquette

**Motion 5**

Moved by Steve Featherstone Seconded by Dan MacInnis  
That Council of the Corporation of the Township of Bonfield hereby agrees to the negotiated and revised Collective Agreement for CUPE Local 4616-02 for the years 2024 to 2027; and further that this be ratified through bylaw at the next regular Council meeting.

Carried Narry Paquette

**3. Adoption of Agenda**

**Motion 6**

Moved by Dan MacInnis Seconded by Jason Corbett  
THAT the agenda presented to Council and dated the 25<sup>th</sup> day of June 2024, be adopted as amended.

Carried Narry Paquette

**Disclosure of Pecuniary Interest:** Councillor Clark declared conflict of interest on agenda item number 5, discussions on Short Term Rentals as there is community perceived conflict deviating from productive dialogue.

**4. Adoption of Previous Minutes**

**Motion 7**

Moved by Steve Featherstone Seconded by Dan MacInnis  
THAT the Minutes of the Regular Council Meeting of June 11<sup>th</sup>, and Special Council Meeting of June 18<sup>th</sup>, 2024 be adopted as circulated.

Carried Narry Paquette



**5. Presentation & Delegations**

Councillor Clark vacated the chair at 7:07 p.m. for the discussion of Agenda Item #5

- A. Short Term Rental Bylaw Comments:
  - a.1 - Paul Preston – Presentation
  - a.2 – Michele Johnson & Roger Williamson –presentation
  - a.3 – Lori Langlois – presentation
  - a.4 – Gina Langlois – presentation
  - a.5 – Valerie Creech – presentation
  - a.6 – Patty Rozell – presentation
  - a.7 – Robin Edwards & Amie Cullimore – Presentation
  - a.8 – Tom & Sharon Venner
  - a.9 – Gordon Venner
  - a.10 – Julia & Paul Rivard
  - a.11 – Danna Venner
  - a.12 – Sue & Gilles Tessier
  - a.13 – Nathalie Bertin
  - a.14 – David & Susan Montemurro

- B. Trailer (on vacant property) Bylaw Comments:
  - b.1 – Paul Goodridge – presentation
  - b.2 – Gina Langlois - presentation
  - b.3 – Marci Dewey
  - b.4 – Pat Kelly

Councillor Clark resumed the chair at 8:26 p.m.

Presenter provided Council with a summary of the written comments within the agenda package. The Clerk read all comments received that were not presented. Council will review all comments at the Corporate Services Committee meeting of July 2, 2024.

**6. Staff Reports**

6.a Report from Planning Administrator – Purchase of Shore Road Allowance – File RA 3/2024

**Motion 8**

Moved by Dan MacInnis Seconded by Steve Featherstone  
 WHEREAS Jack Regan has requested to purchase a portion of the Township’s shoreline road allowance directly abutting the property located at 462 and 464 Shields Point Road, Bonfield, Ontario; AND FURTHERMORE, that Council deems the lands surplus to the needs of the Township through evaluation following the policies and procedures in Section 3.6 of the Official Plan and By-law 2013-13; AND WHEREAS Council approves of the purchase of the shoreline road allowance abutting 462 and 464 Shields Point Road; in ‘principle” and that the Planning Administrator proceed accordingly; AND FURTHER in accordance with By-law 2013-13, Jack Regan shall be responsible for all disbursements incurred by the Township and shall submit the required deposit prior to the commencement of legal work.

Carried Narry Paquette

**7. Adoption of Committee Minutes/ Motions**

7.b Emergency Services Committee

**Motion 9**

Moved by Steve Featherstone Seconded by Dan MacInnis  
 WHEREAS the Emergency Services Committee recommended to Council that both water delivery policies be sent to the CAO, staff and legal to produce a report for Council on feasibility of water delivery service for ponds (excluding pools); BE IT HEREBY RESOLVED THAT Council approves of this recommendation.

Defeated Narry Paquette





**8. Items for Council Discussion**

**8.a** Michael Wilson – Burning permit fee concern

The letter from Michael Wilson was reviewed by Council. Council indicated that they had received other emails and comments regarding the fee for a campfire. Council reiterated support for the permit for education and awareness training but would like to further review only the campfire fee and the duration of the permit at the next Corporate Services meeting.

**8.b** Presentation from Steel Rails Group

**Motion 10**

Moved by Steve Featherstone

Seconded by Dan MacInnis

WHEREAS the Procedural By-Law 2023-48 sets out rules for conduct and procedures at all Council meetings; and whereas section 2.3 permits Council to suspend rules with a 2/3 vote in favour; NOW THEREFORE, Council hereby suspends section 15.2 that no person shall speak at Council unless placed on the agenda and with the permission of the Mayor.

Carried Narry Paquette

Caren Gagne, Stephen Phillpot, Elmer Rose presented to Council that they are forming a non-profit organization for the Steel Rails to celebrate the railway in Rutherglen/Bonfield history. They requested to be a sub-committee of Council. Mr. Rose presented two photographs to mark the location of the first spike laid to Council.

**9. Resolutions to be Considered for Adoption**

**9.a** Third reading of By-Law 2024-27 being a by-law to regulate open-air burning

**Motion 11**

Moved by Steve Featherstone

Seconded by Dan MacInnis

THAT By-Law 2024-27 being a by-law to regulate open air burning in the Township of Bonfield; BE READ a third time in Open Council and passed this 25<sup>th</sup> day of June 2024.

Deferred Narry Paquette

**9.b** Third reading of By-law 2024-25 being a by-law to provide for Fire Department fees

**Motion 12**

Moved by Steve Featherstone

Seconded by Dan MacInnis

THAT By-Law 2024-25 being a by-law to provide for Fire Department fees charged by the Township of Bonfield; BE READ a third time in Open Council and passed this 25<sup>th</sup> day of June 2024.

Deferred Narry Paquette

**9.c** Resolution to adopt By-law 2024-46 – Enter into and agreement with AMO – Gas Tax

**Motion 13**

Moved by Steve Featherstone

Seconded by Donna Clark

THAT Council for the Township of Bonfield hereby adopts By-Law 2024-46, being a by-law to enter into an agreement with the Association of Municipalities of Ontario (AMO) for the purpose of transferring Federal Gas Tax, as presented and is considered read three times and passed this 25<sup>th</sup> day of June, 2024.

Carried Narry Paquette

**10. Correspondence**

**Motion 14**

Moved by Steve Featherstone

Seconded by Donna Clark

THAT Council receives the Correspondence circulated with the Agenda of June 25th, 2024.

Carried Narry Paquette

**11. Confirmatory By-Law**

**Motion 15**

Moved by Steve Featherstone

Seconded by Jason Corbett

THAT the Council for the Township of Bonfield hereby adopts By-Law 2024-44 to confirm the proceedings of Council from June 11<sup>th</sup>, 2024 to June 25<sup>th</sup>, 2024, as presented and is considered read three times and passed this 25<sup>th</sup> day of June, 2024.

Carried Narry Paquette



**12. Adjournment**

**Motion 16**

Moved by Steve Featherstone  
THAT this meeting be adjourned at 9:25 p.m.

Seconded by Jason Corbett

Carried Narry Paquette

\_\_\_\_\_  
MAYOR

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CLERK

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## REPORT TO COUNCIL

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**MEETING DATE:** July 9th, 2024  
**FROM:** Andrée Gagné, Deputy Clerk-Treasurer  
**SUBJECT:** Credit Card Fees

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**RECOMMENDATION:**

THAT Council accepts the report on the associated costs of offering debit/credit cards and website payment options and that option \_\_\_\_\_ be implemented.

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**BACKGROUND:**

The information contained in this report will provide Council with a breakdown of credit card and website fees.

**1. Debit/Credit Cards - Main Office:**

The main office uses Global Merchant for all debit/credit cards for in person and over the phone payments.

Using April 2024 as an example of fees and charges

- Total collected for April: \$66,047.55 from 61 transactions
- Fees and charges paid: \$1,405.92 which includes \$33.50 for terminal rental and \$25.00 for risk assessment/datasec

**Additional Charges:**

**Debit Cards:**

- Fee of 0.0367 per transaction (not dollar amount) example: in April we had a total of 26 transactions totalling \$550.24 which resulted in \$0.96 in fees.

**Credit Cards:**

**Visa:** 1.3% fee charged per dollars amount

**Mastercard:** 1.05% fee charged per dollars amount

**Other Charges:** various fees as per type of credit card used

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## REPORT TO COUNCIL

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### 2. Debit/ Credit Cards - Landfill Site: Moneris System

The Moneris System is used for the implementation of the Landfill Passes as well as collecting tipping fees at the Landfill Site.

In the past, landfill passes were sent to a local printer who would print and cut approximately 1500 passes each year. Once printed, they were returned to the Municipal Office where a sticker would be affixed to each pass with the house number. These were returned for laminating. Once laminated, they were returned to the main office where staff would trim down each card. The cards would then be distributed to each property owner over the course of July and August. Printing was approximately \$800 per year, not including staff time. This proved to be very time consuming for both Admin Staff and Landfill Site Attendants.

Cards could not be monitored and households could have more than one card. It was also discovered that once a property was sold, the property owner could continue to use the card until the following year when new cards were issued. This is no longer the case as once a property is sold, the card is automatically cancelled.

With the new Moneris System, cards are automatically renewed each year. A fee is charged for replacement cards. The old card is cancelled, minimizing the risk of duplicate cards per property.

Data is easily tracked and this makes reporting almost 100% accurate.

With the old system, anyone who had tipping fees, would be required to pay cash or be sent an invoice. The invoicing would be done by the Main Office, collection of those fees sometimes resulted in more than one late payment notice being sent.

Using April 2024 as an example of fees and charges

- Total collected for April: \$675.00 from 18 transactions
- Fees and charges paid: \$188.09 which includes \$126.00 for two terminal rentals, \$24.95 for the card program and \$9.95 for account services.

#### **Additional Charges:**

##### **Debit Cards:**

- Fee of 0.035 per transaction (not dollar amount) example: in April we had a total of 18 transactions totalling \$675.00 which resulted in \$6.28 in fees.

##### **Credit Cards:**

**Visa:** 1.57% fee charged per dollars amount

**Mastercard:** 1.44% fee charged per dollars amount



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## REPORT TO COUNCIL

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### 3. Website:

The Township currently collects payments through Stripe which sets its fees at 2.9%.

Other options were researched such as PayPal, Square, PlastiQ, and all have the same fee as Stripe. Others have monthly fees aside from the standard 2.9% fee.

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### FINANCIAL:

Offering multiple payment methods makes it easier to collect taxes, tipping fees and other fees imposed by the Municipality however it results in a 1% on the levy.

In the first quarter of 2024, fees totalled \$6,804.41

We surveyed surrounding Municipalities to see what types of payments they accepted and whether fees were charged. These are the questions that we asked and the results:

Do you accept debit cards? Do you accept credit cards?  
Do you accept payments through your website?  
Do you charge a fee?

Municipality	Debit Cards	Credit Cards	Website	Fees Charged
East Ferris	Yes	No	No	No
Mattawan	No	No	No	No
Nipissing	Yes	No	No	No
Armour	Yes	No	Yes	Yes - 2.9% by provider
Chisholm	Yes	No	No	No
Callander	Yes	No	Yes	Yes - by provider
Sundridge	Yes	Yes	Yes	1.55 % on all transactions
Mattawa	Yes	Yes	No	No
Powassan	Yes	No	No	No
St. Charles	Yes	No	No	No

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### SUMMARY and RECOMMENDATION:

With the information that was provided in the report, Council could choose from the following recommendations:

1. Do nothing and absorb the costs associated with payment methods as the cost of doing business.
2. Stop all debit, credit card and website payment options.
3. Only accept debit cards which carries minimal fees.

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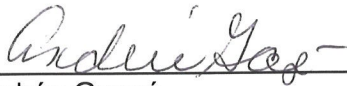
## REPORT TO COUNCIL

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4. Require Stripe to include 2.9% processing fee with all payments.
5. Implement a fee of 2.4% on all debit/card transactions including website payments.

If Council chooses to implement fees, there are requirements that would need to be met before they can be implemented, therefore, it is recommended that these would be effective January 1, 2025 to give Staff ample time to get prepared and send out the appropriate notices.

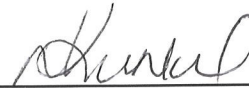
Respectfully,



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Andrée Gagné  
Deputy Clerk-Treasurer

I concur with this report,



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Nicky Kunkel  
CAO

## Bonfield Fire Department June 2024 Report

### Personnel:

Current total volunteer members: 23, 19 Operations, 4 On Leave

### Operations:

From May 27 to Current total of 5 alarms

- 2 Medical
- 2 hydro line
- 1 Grass Fire
- Total YTD: 34

### Training:

- Pump operations
- Live burn trailer

### Fire Prevention / Public Education activities:

- Community day, fire prevention goodie bags, evacuation plan education dissuasion, fire truck display, fire operations
- Fire extinguisher training for the public with practical evolution took place

### Public Relations events:

- Watered the rink for the June 14<sup>th</sup> weekend of RHRA Bonfield Barrel Derby

### Upcoming Fire Prevention / Public Education activities:

- Canada day – Stand by medical, parade?
- Introduce Fire smart program / education booth (still waiting for better availability)

**MEETING DATE:** July 9, 2024  
**FROM:** Nicky Kunkel, CAO Clerk-Treasurer  
**SUBJECT:** **Open Question Period on the Council Agenda**

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**RECOMMENDATION:** That Council receives this report to make an informed decision on adding Question Period to the Council agenda based on options and provide details of a policy to be created should one be necessary.

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### **BACKGROUND**

Council heard a delegation from Dave Hodges on May 28, 2024 requesting that Question Period be reinstated on the Council agenda. The agenda formally had this section and was removed nearly 10 years ago. Council directed staff to prepare a report on the topic for their consideration.

#### How to currently help make decisions on Township business

It is important to review the current options available and reiterate again that individual Council members are all open to conversations with residents. There are several ways residents can connect with Council on matters up for discussion. The Procedural Bylaw and Notice Bylaw set out the rules for notifying residents of matters before Council. The notice period is also to ensure that Council has sufficient time to read, review and further research a topic prior to a meeting, if necessary. Council also has this time to ask questions of staff for clarification purposes.

The bylaws state the agenda is issued on the Friday prior to the meeting and is posted on the municipal website in full. Residents are welcome to read the agenda package and ask questions or seek clarification on agenda items. They may call an individual Council member or a member of staff. They can submit written correspondence through email, post office, or the drop box at the front of the municipal office. A response will be provided. They could also attend the municipal office to speak directly to a staff member handling the specific topic.

There are also other ways if a resident has a topic of interest that is not on the agenda. Residents can request to be a delegation at Council to discuss a matter within Council's jurisdiction. They are required to provide a letter for the agenda package. If they do not wish to present, they can also send in a letter with the details of their topic and impact on the Township which would be placed on the agenda under Matters for Discussion or Correspondence depending on the desired outcome. There is a rule in the procedure bylaw that prohibits the same item, once a decision has been made, coming before Council more than once per calendar year to ensure the business of the Township is efficient and continuous.



## ANALYSIS

There are many considerations in deciding to have a Question Period on a Council agenda or not. In my research talking to the Ministry of Municipal Affairs and fellow clerks there is a caution to ensure it is done properly and managed well to provide a meaningful experience for all.

### Applicable Law

Municipal Act, section 238.2 states that every municipality shall pass a procedure bylaw for governing the calling, place and proceedings of meetings. Further Section 238.2.1 stated the procedure bylaw shall provide for public notice of meetings.

The Township of Bonfield Procedural Bylaw 2023-48 states notice of meeting is due the Friday prior to the regular meeting. The full agenda is posted on the website and the cover agenda is posted on the front door. The notice shall include date, time and location of a meeting and the items of business and the order or proceedings. Furthermore, section 13 states the proceeding of the meeting and details how to introduce the item for discussion with a mover and a seconder. This is mandatory prior to Council starting to speak to the item.

The Ombudsman's Office (Provincial) investigates any contravention of the rules. As they have conducted many investigations, they have the interpretation of rules as they apply. The Ombudsman's interpretation is that while the Municipal Act does not specify the notice content, "wherever possible, advance public notice should include information about all open and closed portions of a meeting, and meaningful information about all items to be considered. Further stating that agendas accurately reflect the specific matters intended to be discussed at a particular meeting."

The Ombudsman's office states "there is no automatic right (for public) to speak or participate in a meeting. There is a distinction between a citizen's right to participate and their right to observe municipal government in progress. The open meeting requirements set out in s. 239 of the Municipal Act, 2001 permit the public to observe the political process." The Supreme Court of Canada stated the objective of open meeting rules in its decision in the 2007 case, *London (City) v. RSJ Holdings Inc.* The judges noted "the public's demand for more accountable municipal government" and stated that open meetings are essential to "robust democratic legitimacy" of local administrations. They also observed that s. 239 of the *Municipal Act, 2001* "was intended to increase public confidence in the integrity of local government by **ensuring the open and transparent exercise of municipal power.**"

To summarize, the laws are that Council meetings are to be open, with a few exceptions, and notice must be provided on meeting details and provide particulars of agenda items.

I further researched Question Periods on other municipal agendas, the Federal Government and the Provincial Government along with the policies and procedures they have set in order to have this section of the agenda. An amendment to the procedural bylaw is necessary to permanently add this to the agenda that would also feature the specifics of how question period would be managed.

#### Open Question Period Considerations

1. Type of Question
  - a. The question must be a question seeking information and not a statement or comment
  - b. The question asked by a resident must be within Council's jurisdiction and will not be answered if there are applicable confidentiality rules.
  - c. It is evident from the applicable laws that question period cannot be open enough to allow any question on any topic. The question must relate to an item on the agenda of the meeting night.
2. Time of Question Period
  - a. Some allow anywhere from 20 minutes to a maximum of 45 minutes on the agenda for this section.
  - b. It is generally a maximum of two (2) minutes per person to ask one question, Council to respond and one (1) follow up clarifying question on the answer if time permits.
3. Placement on the agenda
  - a. If the Question Period section is at the beginning of the meeting the attendee can ask a question that could then be addressed when the topic comes up in the agenda proceedings. However, they would not be permitted to ask any follow-up questions.
  - b. If the Question Period section is at the end of the meeting the question will be/ could be asked as a clarification point as the decision could already be made.

This is one of the caution areas when introducing Question Period on the agenda. Council cannot speak to an agenda item until the Chair has introduced it and there is a motion that is moved and seconded. Therefore, a question early in the meeting could be addressed by Council when they speak to the item, however, the resident would not have an opportunity to ask any further questions or participate in the discussion, as the Question Period would be closed, and it would be back to observing governance. The question at the end of the meeting would allow for the question, explanation and one follow-up question, but the influence of the question would be lost as the decision would have been made. To address these consequences, the resident could call a municipal official prior to the meeting to seek information. There are pros and cons of both methods. In the beginning the question can be addressed as Council speaks to the issue, if at the end there is more opportunity for the clarification. There is no right or wrong way to place question period on the agenda. It would be Council's preference. It will be important to manage the time and the questions to ensure it is fair and consistent to avoid any complaint in not following the applicable law.

4. Reply to the Question

- a. A question on the agenda item, which typically has a supporting document included, could be in the agenda package and may be easily answered whether from there or a Council member's opinion and interpretation.
- b. A question could be more complex, and Council may not be able to answer as they don't have the information immediately available.

This was another area of caution as it is important that everyone understands not all questions can be answered immediately. As this is a Council meeting, unlike Committee meetings, Staff are also not free to speak without the approval of the mayor or being directly asked a question. Staff do have a little more flexibility than the public as they would be speaking to provide municipal information to assist Council in making informed decisions. It would be acceptable that Council could defer the question. Equally important when deferring a question there should be a timeframe for a reply. Most indicated a reply between 14 and 30 days from the meeting; one had 45 days. There are some questions asked that there is no answer to, whether the question was based on misinformation, not appropriate to answer due to confidentiality or any other reason. This has proven to cause concern to residents asking questions and grandstanding and/or making derogatory comments in open public meetings which tends to disrupt the rest of the meeting. This is a reason some municipalities put it at the end of the meeting.

5. Notice of Agenda Topics

- a. All agenda items must have notice to the public. This includes Question Period that would be a section on the agenda.
  - i. Although, as indicated above, questions are recommended to be regarding items already on the agenda, some municipalities require the question be submitted in writing by Monday at noon prior to the meeting so that there is notice (they are posted) and to help Council prepare the replies.
  - ii. Other municipalities do not require the question in writing and only oral form is acceptable. This is okay if managed well to stay on only agenda topic.

In summary the cautions I have heard for having an open public question period on the agenda are regarding:

- a. Notice of items on the agenda – all public must be informed of what is being discussed at the meeting so they can make an informed decision to provide input and/or attend
- b. Staying consistent with any of the parameters that are set by Council. This includes timelines, processes, questions, etc. as any deviations are subject to an Ombudsman complaint.
- c. Ensuring accurate and transparent information is being relayed.
- d. Any policy must also contain rules on behaviour and conduct and eligible questions

The benefits of having an open public question period on the agenda are:

- a. Opportunity for residents to be engaged in the municipal process.
- b. Ensuring accurate and transparent information is being relayed.
- c. The public have the right to seek information, and this provides another avenue

## OPTIONS

1. Do not add Question Period to the Agenda.
2. Add Question Period to the Agenda for the remainder of 2024 as a pilot project.
3. Add Question Period to the Agenda immediately and permanently.

If Council decides to add to the agenda the following must be answered, and a policy will be drafted based on these parameters and an amendment to the procedural bylaw will be necessary. Council can pass a resolution to hold the pilot project with an evaluation period prior to making the bylaw amendment.

1. Type of Question:
    - b. Regarding an agenda item only?
    - c. Any questions related to municipal governance and operations?
  2. Time period allocated to Question Period within the meeting?
  3. Time period per person?
  4. One question per person? With a follow up question?
  5. Where on the agenda? Beginning after Presentations/Delegations, or end right before Confirmatory Bylaw?
  6. Time period to reply to a deferred question?
  7. Must questions for Question Period be submitted Monday prior to a meeting?
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Respectfully submitted.



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Nicky Kunkel, CAO Clerk-Treasurer



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
CORPORATE SERVICES COMMITTEE MEETING  
July 2, 2024 @ 6:00 pm

ATTENDANCE: Chair Dan MacInnis Donna Clark  
Steve Featherstone Jason Corbett  
Narry Paquette

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer; Alex Hackenbrook, Public Works Manager, Ann Carr, Planning Administrator, Mike Pilon, CBO

**Disclosure of Pecuniary Interest:** Member Clark declared conflict of interest on agenda items discussions on Short Term Rentals as there is community perceived conflict deviating from productive dialogue. She left the meeting at 6:06 pm for closed session returning at 7:06 pm and left the meeting to not return at 8:02 pm.

No. 1  
Moved by: Jason Corbett Seconded by: Narry Paquette

THAT the Corporate Services Committee Meeting be opened at 6:05 p.m.  
Carried

No. 2  
Moved by: Narry Paquette Seconded by: Jason Corbett

THAT the agenda for the Corporate Services Committee Meeting for July 2, 2024 be approved as amended.  
Carried

No. 3  
Moved by: Steve Featherstone Seconded by: Narry Paquette

THAT the minutes of the Corporate Services Committee meeting held May 22, 2024 be adopted as presented.

Carried

No. 4  
Moved by: Narry Paquette Seconded by: Steve Featherstone

That the Corporate Services Committee move into closed session at 6:06 pm to receive advice that is subject to solicitor-client privilege under Municipal Act 2001, 239(2)f.

Carried

No. 5  
Moved by: Narry Paquette Seconded by: Jason Corbett

That the Corporate Services Committee reconvene to open session at 7:06 pm having received solicitor advice on draft bylaws.

Carried

No. 6

Moved by: Jason Corbett

Seconded by: Steve Featherstone

WHEREAS Council has decided to perform work on Development Road from Mount Pleasant to McNutt Road; and WHEREAS a budget of \$50,000 was established in the 2024 budget with the expectation deferred revenues and reserves in the amount of approximately \$600,000 would be used in 2025 to surface treat the project area; THAT the Corporate Services Committee recommends that the pulverizing and dust control road work on Development Road being completed in 2024 be from Mount Pleasant Road to Line 3.

Carried

No. 7

Moved by: Steve Featherstone

Seconded by: Jason Corbett

WHEREAS Council adopted motion 6 on February 27, 2024 to appoint the Planning Administrator as the liaison for Council and the Steel Rails non-profit organization; Now therefore Council confirms that the non-profit would not be eligible as a sub-committee of Council; and Further that Council for the Township of Bonfield reaffirms its desire to work with the historical group with the Planning Administrator as the liaison to their organization and attending meetings during business hours.

Carried

No. 8

Moved by: Narry Paquette

Seconded by: Steve Featherstone

THAT the Corporate Services Committee recommends to Council that a Campfire Fire Permit is mandatory to ignite a campfire within the Township; and Further that the Permit should be valid for the period in which the applicant is the owner of the property; and further the cost of the Permit should be \$0.00/ no charge.

Carried

No. 9

Moved by: Jason Corbett

Seconded by: Steve Featherstone

THAT the Corporate Services Committee recommends to Council that the Trailer Bylaw (vacant land) be sent to the legal team as read at the second reading.

Carried

No. 10

Moved by: Steve Featherstone

Seconded by: Jason Corbett

THAT the Corporate Services Committee recommends to Council the following amendments should be made to the Short-Term Rental Bylaw:

Deferred

No. 11

Moved by : Jason Corbett

Seconded by: Steve Featherstone

THAT this meeting be adjourned at 8:30 pm.

Carried

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Chair

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Secretary

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27**

**BEING A BY-LAW TO PROVIDE FOR THE  
REGULATION OF OPEN-AIR BURNING  
IN THE TOWNSHIP OF BONFIELD**

**WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 7.1(1) (a) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

**AND WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 7.1(1) (b) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating the setting of open-air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** O. Reg 213/07: Fire Code, under the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, Division B Part 2 section 2.4.4.4. (1)(a) and (1)(b) defines regulations for Open Air Burning;

**AND WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, to pass by-laws to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to recover the costs incurred in doing any such matter or thing as required by by-law, in default of it not being done by the person directed or required to do it;

**AND WHEREAS** section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to pass by-laws for the imposition and collection of fees or charges for services or activities provided by the municipality;

**NOW THEREFORE** the Council of the Corporation of the Township of Bonfield enacts as follows:

**1. Definitions** for the purpose of this By-Law:

**1.0 Adverse Effect** includes:

- a) impairment of the quality of the natural environment for any use that can be made of it caused by uncontrolled fire damage;
- b) injury or damage to property or to plant or animal life caused by carelessness;
- c) harm or material discomfort to any person caused by the burning of prohibited materials;
- d) an adverse effect on the health of any person;
- e) impairment of the safety of any person;
- f) rendering any property or plant or animal life unfit for human use;
- g) intentional causing of loss of enjoyment of normal use of property;
- h) interference with the normal conduct of business;
- i) nuisances including, but not limited to, excessive smoke, odour, dust, airborne sparks, and embers to such an extent or degree so as to cause discomfort to persons in the immediate areas; and
- j) reduced visibility on highways, roadways and railways.

**1.1 Barbeque** means a portable or fixed device designed and intended solely for the cooking of food in the open air, including a wood burning barbeque, or a smoker, but does not include burn barrels, fire pits, outdoor fireplaces or campfires;

**1.2 Brush Pile Fire** shall mean an Open-Air Fire, having a maximum fuel size of 1.8 meters x 1.8 meters x 1.8 meters in height (6' feet x 6' feet x 6' feet), that is set and maintained for the sole purpose of burning piled wood, brush or leaves.

- 1.3 Burn Barrel or Solid Waste Barrel Burner** means a steel drum or barrel used for burning wood waste and paper product.
- 1.4 Campfire** shall mean an “Open Air Burn”, where the size of burn area (containing all burning and burnt materials) does not exceed a maximum fuel volume of 1 metre x 1 metre x 1 metre height (3.3 feet x 3.3 feet x 3.3 feet), that is set and maintained solely for the purposes of cooking food, providing warmth or recreational enjoyment and where:
- a) The site of the fire is bare rock or sand or other non-combustible material;
  - b) The fire is at least 6 meters (20 feet) from any flammable material;
  - c) The space above the fire is at least 4 metres (13 feet) from vegetation;
  - d) The flame length does not exceed 1 metre (3.3 feet) in height and 1 metre (3.3 feet) in diameter and;
  - e) Supervised by a competent person at all times.
- 1.5 Campground** shall mean an approved area of land, owned and operated by a person and/or landowner that contains campsites for the purpose of overnight accommodations for tents and trailer and motorhomes in exchange for monetary payment.
- 1.6 Chief Fire Official** means the local municipal Chief Fire Official as defined in the Ontario Fire Code (O. Reg. 213/07).
- 1.7 Clean Dry Wood** means firewood and wood waste that has been allowed to dry. *Note: “dry” refers to moisture content less than 20 per cent.*
- 1.8 Cooking Fire** shall mean any open air fire that is used for the purpose of cooking food and shall follow the regulations of a campfire.
- 1.9 Council** shall mean the elected Council of the Corporation of the Township of Bonfield
- 1.10 Dangerous Condition means:**
- a) A lack of precipitation which, in the opinion of the Fire Chief or their “Designate”, increases the risk of the spread of fire;
  - b) Winds which in the opinion of the Fire Chief or their “Designate” increases the risk of spread of fire;
  - c) The issuance, by the Fire Chief, Fire Marshall, or other fire officials in the exercise of their statutory powers, of a fire ban or prohibition against any and all “Open Air Fires”; or,
  - d) Any other condition declared by the Fire Chief or their designate to be a dangerous condition from time to time, which increases the risk of the spread of fire.
- 1.11 Designate** means an individual acting in place of the “Fire Chief” in the event that he/she is unavailable.
- 1.12 Fire Chief** means the Fire Chief of Bonfield Fire & Emergency Services appointed as such by municipal by-law and includes his or her designate.
- 1.13 Fire Department** means Bonfield Fire & Emergency Services or any fire department under contract or agreement to provide service to the Township of Bonfield.
- 1.14 Fire Season** means the period from the 1st day of April through the 31st day of October as defined in the Forest Fires Prevention Act.
- 1.15 Household Waste** for the purposes of this by-law means combustible material such as plastics, polyethylene terephthalate (PET), paints, oils, solvents, rubber, insulation, batteries, acids, polystyrenes (Styrofoam), pressure treated or painted lumber, tires, upholstered furniture, synthetic fabrics, diapers, hazardous wastes and other materials as defined in the Environmental Protection Act and all other similar and like materials but **shall not include** untreated wood and wood fibre products such as unlamated paper and cardboard and boxboard, brush and leaves.
- 1.16 Incinerator Fire** shall mean a fire set in a container designed for Incineration purposes and constructed completely of non-combustible material that is placed atop not less than 4 cm (2 inches) of sand or mineral soil extending not less than 60 cm (24 inches) beyond its perimeter and having a maximum volume of 202 litres (55 gallon) and an outlet or exhaust opening covered by a screen having a mesh of not more than 7 mm (1/4 inch).



- 1.17 Municipality** shall mean the Corporation of the Township of Bonfield.
- 1.18 Municipal Authority** means the local municipality, Municipal By-Law Enforcement Officer, and/or Fire Prevention Officer or a person designated by the local municipality to issue permits and authorizations for enforcement of Open-Air Burning, Wood-Burning Appliances, or Outdoor Fireplace Units.
- 1.19 Off Season** means that period from the 1st day of November of one year to the 31st day of March the following year with no time restrictions for open air burning, unless designated by the Fire Chief or their Designate.
- 1.20 Ontario Fire Code** shall mean O.Reg. 213/07 made under the Fire Protection and Prevention Act, S.O. 1997, C.4, as amended.
- 1.21 Open Burning or Open-Air Burning** means any fire or burning practice that is conducted outside a building including but not limited to bonfires, fires in burn barrels, outdoor recreational fireplaces, construction site and demolition site fires, but does not include the following:
- a) an appliance which is fueled by natural gas, propane, charcoal, briquettes, including but not limited to a manufactured or non-manufactured barbeque, fireplace or fire pit
  - b) campfires for the purpose of essential cooking or warmth;
  - c) burning of materials for fire suppression training, testing of fire fighting equipment or law enforcement purposes.
- 1.22 Outdoor Fireplace Unit or Recreational Fireplace Unit** means a: manufactured wood-burning appliance, site-built masonry fireplace, fire pit, chimeneas, clay or metal fireplaces, portable wood-burning devices used for outdoor recreation or heating, or other enclosed containers that are used outdoors and that are not fueled by natural gas or propane and are designed to hold a small fire, not exceeding one (1) metre (3.3 feet) in any direction; but does not include pellet fueled barbeques or 'wood-waste' combustors defined under O. Reg. 347/90.
- 1.23 Owner** means the person who owns the property on which an Outdoor Fireplace Unit is installed, or the person who owns the property on which Open Air Burning is conducted or the person responsible for conducting the Open-Air Burning.
- 1.24 Permit** shall mean a permit issued by the Municipal Office or Municipality selected agencies, the Fire Chief or their designates, signifying permission to set, maintain or allow to be set an "Open Air Burn" and establishing the conditions under which the permission is granted from the 1st day of April to the 31st day of October in the same year in the form attached as Schedule "A" hereto.
- 1.25 Person** shall mean any individual, association, firm, partnership, corporation, agent or trustee and their heirs, executors, or other legal representatives thereof.
- 1.26 Prescribed Burning** is the deliberate, planned and knowledgeable application of fire by authorized personnel and only in accordance with Ministry of Natural Resources legislation, policy and guidelines to a specific land area to accomplish pre-determined forest management or other land use objectives.
- 1.27 Prohibited Materials** includes "Household Waste", rubber or rubber products, plastic or plastic products, and waste petroleum products and any material or materials which are prohibited by the Environmental Protection Act, R.S.O. 1990, as amended.
- 1.28 Restricted Fire Zone or RFZ** is an Order made by the Ministry of Natural Resources under the Forest Fires Prevention Act that restricts the use of open-air fires in a specific area of the province. It is used when the fire hazard is extreme and/or when firefighting resources are stretched to capacity.
- 1.29 Restricted Fire Zones** are regions defined by O. Reg. 207/96, where the Ontario Ministry of Natural Resources retains the right to restrict all fires.
- 1.30 Sensitive Receptor** may include a childcare facility, healthcare facility, a senior citizens' residence, long-term care facility, educational facility, environmentally sensitive area, or other place where smoke may have a greater risk to health or the environment.
- 1.31 Total Burn Ban** shall mean absolutely no open burning within the municipality put in place by

the Fire Chief or designate which shall prohibit the setting or maintaining of any type of fire, including open air fires, burn barrels, wood burning barbecues, fire pits, outdoor fireplaces, and the discharging of fireworks.

**1.32 Waste** includes garbage or refuse materials from residential, commercial, agricultural, industrial or institutional establishment.

**1.33 Windrow** means “open air burning” where the size of the material to be burned does not exceed 15 metres (49 feet) in length, 5 metres (16 feet) in width and 1.5 metres (5 feet) in height and that is set and maintained solely for the purposes of burning vegetable matter or vegetation of farmlands as part of normal farm practices or for clearing land.

**1.34 Wood waste** means, tree trunks, tree branches, brush, or wood products that do not contain:

- a) chromated copper arsenate, ammoniacal copper arsenate, pentachlorophenol, creosote, pesticides, or paint;
- b) easily removable hardware, fittings and attachments, unless they are predominantly wood or cellulose;
- c) plywood or composite wood products containing varnish or glue;
- d) an upholstered article; or
- e) an article to which a rigid surface treatment is affixed or adhered, unless the rigid surface treatment is predominantly wood or cellulose.

## **2. GENERAL REGULATIONS**

**2.0** No “Owner” or “Person” being the owner or tenant in possession of lands within the “Municipality” shall conduct “Open Air Burning” on such lands unless a “Permit” has been issued in respect of such “Open Air Burning”.

**2.1** Notwithstanding any provisions herein, no “Owner” or “Person” shall set or maintain a fire:

- a) In contravention of the “Ontario Fire Code”, the Environmental Protection Act, the Forest Fire Prevention Act, or any other statutory requirements of the Province of Ontario or the Government of Canada;
- b) Containing “Prohibited Materials”;
- c) In any park owned or operated by the “Municipality” without the written permission of the “Municipality”;
- d) At a distance less than 6 meters (20 feet) from any building, structure, hedge, fence, vehicular roadway of any kind or nature, or overhead wiring or any property line unless otherwise defined under this section;
- e) At a distance of less than 6 meters (20 feet) from any object or material which has the potential to ignite unless otherwise defined under this section;
- f) Unless the “Owner” to whom the “Permit” has been issued or such other “Person” as may be designated in the “Permit”, is in attendance at the fire in a responsible and supervisory capacity at all times until such fire has been completely extinguished;
- g) In any outdoor fireplace or any other burning appliance or container unless same complies with the requirements contained within Schedule “A” attached hereto;
- h) Burn any allowed material without obtaining and having on their person a valid “Open Air Burning Permit” for those types of “Open Air Burning” requiring one;
- i) Which does not meet the description and distances as defined for a “Campfire” or “Cooking Fire” and without having obtained an “Open Air Burn Permit”; and,
- j) When a “Total Burn Ban” or “Restricted Fire Zone” has been declared and put in place by the “Fire Chief” or their “Designate” or the Province of Ontario.

**2.2** No “Open Air Burning” shall be commenced or maintained when the wind is above 20 km/h or in such a direction or intensity or to cause any or all of the following:

- a) The possible spread of the fire beyond the approved burn site;
- b) A decrease in the visibility on any highway, roadway or railway;
- c) Any odour to such an extent or degree so as to cause discomfort to the persons in the immediate areas;
- d) Excessive smoke or any other “Adverse Effect”; or,
- e) Any “Dangerous Condition” Amendment.

- 2.3 No "Open Air Burning" shall be commenced or maintained when weather conditions prevent the ready dispersion of smoke.
- 2.4 No "Open Air Burning" shall be commenced or maintained without the presence of sufficient suppression or extinguishing equipment near the fire.
- 2.5 No "Permit" shall be required for domestic barbeques used for the purpose of cooking food on a grill and extinguished immediately upon completion of its use to cook.
- 2.6 No "Owner" or "Person" shall set fire to, ignite, or otherwise burn any materials in a "Campfire or Cooking Fire" with a combined size of greater than 1 meters x 1 meters x 1 meters (3 feet wide x 3 feet long x 3 feet high).
- 2.7 No "Owner" or "Person" shall set fire to, ignite, or otherwise burn any materials in a "Brush Pile Fire" with a combined size of greater than 1.8 metres x 1.8 metres x 1.8 metres (6 feet wide x 6 feet long x 6 feet high) without written approval of the "Fire Chief" or their "Designate".
- 2.8 No "Owner" or "Person" shall set fire or cause to be burned more than one "Open Air Burn" at any one time, without the written approval of the "Fire Chief" or their "Designate".
- 2.9 No "Owner" or "Person" shall burn any grass, hay, straw or standing material where such "Open Air Burning" or "Windrow" has a leading edge greater than 15 metres (49 feet) in length, 5 metres (16 feet) in width and 1.5 metres (5 feet) in height and where sufficient persons and other resources are not available to contain the said fire to a leading edge of 15 metres (49 feet).
- 2.10 No "Owner" or "Person" shall burn any "Windrow" during the fire season, during any dangerous conditions, or if advised by the "Fire Chief" or their "Designate".

### **3. ISSUANCE OF PERMIT**

- 3.0 A "Open Air Burn Permit" shall be valid for:
  - a) "Campfire" or "Cooking Fire" for the applicants' lifespan of ownership of the property.
  - b) "Brush Pile Fire" for a period of four days.
  - c) "Windrow" Fire for a period of four days.
- 3.1 The issuance of a "Permit" may require the prior inspection of the proposed burn site by the "Fire Chief" or their "Designate".
- 3.2 "Permit" fees shall be as stated in the relevant Fire User Fee By-law or any successor of said By-law. The Fee remains the same regardless of the date of purchase within the year.
- 3.3 In applying for a "Permit", no "Owner" shall furnish false or misleading information.
- 3.4 The "Owner" shall be responsible to ensure that the regulations within this By-law are adhered to. In delegating any "Person" the right for an "Open Air Burn" on the property does not relinquish any responsibility.
- 3.5 "Permit(s)" may be obtained from the "Township" of Bonfield office or the "Fire Chief" or other municipally designated location or method.
- 3.6 No "Permit" shall be considered valid until the "Owner" granted the "Permit" has validated the "Permit" by reading and signing the terms and conditions of the permit.
- 3.7 No "Permit" is required for "Open Air Burning" consisting of a "Camp Fire" or "Cooking Fire" as defined and maintained by definition, in an organized campground and only if the campground owner/operator decides it is safe to do so. In these situations, strict campfire rules must be adhered to. The campground owner/operator will provide the tenant with the rules when campfires are allowed. Municipal or Provincial Fire Ban shall prevail. The Owner of the campground shall pay the annual fire permit fee for the property.
- 3.8 It is the responsibility of the "Owner" granted a "Permit" to check and monitor burning conditions; this can be done in part by contacting the Fire Department, or the Municipal Office or Municipal website at [www.bonfieldtownship.com](http://www.bonfieldtownship.com).
- 3.9 It is the responsibility of the "Owner" who is burning to have easily accessible to them the

“Permit” which they were issued for inspection by the “Fire Chief” or their “Designate”, “By-law Enforcement” or the Police.

- 3.10** In any prosecution under a provision of this by-law that requires a “Permit”, the onus is on the “Owner” charged to prove that the “Owner” had a “Permit” at the time the offense is alleged to have been committed.
- 3.11** “Permit” holders shall indemnify and save harmless the Corporation of the Township of Bonfield and its employees from any and all claims, demands, causes of action, costs or damages that the Municipality may suffer, incur or be liable for resulting from the “Open Air Burning” as set out in this by-law, whether with or without negligence on the part of the “Permit Holder”, the “Permit Holder’s” employees, directors, contractors and agents.

#### **4. GENERAL PROVISIONS**

**4.0** During the “Fire Season”, “Open Air Burning” shall only be permitted:

- a) Buring between the hours of 5:00 pm in the evening and be extinguished no later than 7:00 am the following day or earlier, shall only be permitted when the fire rating is Moderate or Low. Under any other fire rating (High or Extreme) burning shall commence at 7:00 pm in the evening and be extinguished no later than 7:00 am the following day or earlier.

**4.1** During the “Off Season” all burning shall be in compliance with this by-law with the exception of Section 4.0.

**4.2** The “Fire Season” and “Off Season” are subject to change at the discretion of the Fire Chief or their “Designate” in the event of “Dangerous Conditions”, in the event of “Adverse Effects” or otherwise stated by the Ministry of Natural Resources in the event of a “Total Burn Ban”.

**4.3** The time indicated for no burning does not apply to a “Cooking Fire” as defined.

**4.4** All “Owners” setting an open-air fire shall ensure a “Permit” has been issued prior to the setting any fire.

**4.5** “Brush Pile Fires” and “Windrow” fires shall require a “Permit” and prior approval of the “Fire Chief” or “Designate” for specific dates of burn. No “Brush Pile Fire” or “Windrow” Fire shall be set during a High or Extreme Fire Rating.

#### **5. LEVELS OF FIRE BAN OR RESTRICTED FIRE ZONE**

**5.0** “Total Burn Ban” or “Restricted Fire Zone” shall mean absolutely no “Open Air Burning” including “Campfires” or “Cooking Fires” or charcoal barbecues but does not include the use of cooking or heating equipment which is equipped with a shut off mechanism.

**5.1** “Total Burn Ban” status or the need for a “Total Burn Ban”, will be assessed on a daily basis by the Fire Chief or their designate.

**5.2** When the “Fire Chief” or their “Designate” orders a “Total Burn Ban” be put in effect, they will notify the Clerk who will then notify Council and the media.

#### **6. ADMINISTRATION AND ENFORCEMENT**

**6.0** This by-law shall be administered and enforced by the “By-Law Enforcement Officer” and/or the “Fire Chief” or their “Designate” of the “Township” of Bonfield.

**6.1** This By-law shall apply to all lands within the geographical limits of the Township of Bonfield.

**6.2** The “Fire Chief” or their “Designate” may, at any time, in the exercise of his or her sole discretion, issue a “Total Burn Ban”, effective for a specified period of time, prohibiting the setting of any and all “Open Air Burns” within any area of the entire “Municipality”.

**6.3** Notwithstanding section 2 of this by-law, the “Fire Chief” or their “Designate” may revoke any or all “Permits”, or refuse to issue “Permits” where, in the opinion of the “Fire Chief” or their “Designate”, that:

- a) The ability to control the fire is hampered by the existence of a “Dangerous Condition”, which exists on or in the proximity of the proposed “Open Air Burning” site; or,

b) A "Owner" fails to comply with any part of this by-law.

**6.4** Any "Owner" or "Person" who fails to comply with the provisions of this By-law, or who fails to properly supervise and maintain a fire, or who fails to extinguish a fire once notification to do so has been given to him by the "Fire Chief" or their "Designate", shall be liable and accountable for all costs for the fire, including fire fighters time, fire trucks and any other fire equipment may enter upon the land where the fire is burning to extinguish the fire or until it is extinguished.

**6.5** In addition to any penalty provided for herein, upon the Fire Department attending to extinguish the fire, whether it has since been extinguished or not, the owner will be responsible to pay any and all fees. The fee shall be determined the Fire Chief based on the actual costs incurred. Rates shall be as set in Schedule "B".

**6.6** Such expenses shall be equally chargeable in the event that a deliberately set fire burns out of control, such that the services of the Bonfield Fire & Emergency Services are necessary.

**6.7** Any costs chargeable to any "Owner" pursuant to section 6.4 hereof shall be invoiced to the "Owner" and paid to the "Municipality" within sixty (60) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes and added by the Clerk of the "Municipality" to the collector's roll and collected in the same manner and with the same priority as municipal taxes.

**7. OFFENCES AND PENALTY**

**7.0** In addition to any other penalty prescribed by this by-law, any "Owner" and/or "Person" who contravenes any provision of this by-law is guilty of an offence and is liable to a fine or penalty for each offence established pursuant to the *Provincial Offences Act*.

**7.1** The set fines for an offence under the By-law are set out on Schedule "C" forming an integral part of this by-law.

**8. SCHEDULES AND SEVERABILITY**

**8.0** Schedule "A" Permit for "Open Air Burning" attached to this by-law shall form an integral part of this by-law.

**8.1** Schedule "B" Cost of Fire Department Services, attached to this by-law shall form an integral part of this by-law.

**8.2** If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

**8.3** Any "Owner" billed for services as a result of violation of the provisions of this by-law may make submissions to "Council" with respect to having the costs invoice reduced or rescinded.

**8.4** This by-law may be referred to as the "Open Air Burning By-Law".

**9. REPEALS**

**9.0** The Council of the Corporation of the Township of Bonfield hereby repeals By-law No. 2012-19.

**10. EFFECTIVE DATE**

**10.0** This by-law shall come into effect upon third reading and passing thereof.

**READ A FIRST AND SECOND TIME THIS 11<sup>TH</sup> DAY OF JUNE, 2024;  
READ A THIRD TIME AND FINALLY PASSED THIS 9<sup>TH</sup> DAY OF JULY 2024.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27  
OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule "A" to By-Law No. 2024-27  
CONDITIONAL PERMIT FOR "OPEN AIR BURNING"**

Date of Application \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Property Information**

Applicant's Name:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant <small>(written permission enclosed)</small>
Property Full Address:	<input type="checkbox"/> Burn Site	
Applicant's Phone number:	Email:	
Registered Property Owners Name:		
Registered Property Owners mailing address (if different):		
Other authorized supervisors for property:		

**Fire Information**

Application is for a	<input type="checkbox"/> Campfire, cooking fire, or an Incinerator Fire <small>See section 4 of By-law 2024-27 for times and conditions</small>		
	<input type="checkbox"/> Brush	Specific Dates (4 days):	
	<input type="checkbox"/> Windrow	Specific Dates (4 days):	
	Fire Chief or Designate initials:		

The Applicant acknowledges that this permit is issued subject to By-law 2024-27 and the following highlighted conditions:

1. The applicant acknowledges having fully read and understood By-Law 2024-27.
2. This Permit shall be in effect from the date of application to the last day of October of the same calendar year, unless otherwise specified (ex campfires).
3. This Permit shall be kept at the site of the Open Air Burning and be produced upon request from the Fire Department or authorized authorities.
4. It is the responsibility of the person issued the permit to check and monitor burning conditions as well as to ensure a "Total Burn Ban" is not in place. Visit [www.bonfieldtownship.com](http://www.bonfieldtownship.com).
5. The person issued the permit shall have at the location of the open air burning at all times a competent person and enough water and equipment to completely control and extinguish the fire. Required: \*Shovel and rake and \*water or garden hose
6. The fire shall be fully extinguished prior to leaving any fire unattended.
7. During the "Fire Season", "Open Air Burning" shall only be permitted as follows:
  - A. When Fire Rating is set to Low or Moderate – between the hours of 5:00 p.m. in the evening and extinguished not later than 7:00 a.m. the following day or earlier.
  - B. When Fire Rating is set to High and Extreme– between the hours of 7:00 p.m. in the evening and extinguished not later than 7:00 a.m. the following day or earlier.

**For Tenants Only:**

I am the registered property owner and hereby authorize the applicant who is \_\_\_\_\_  
Name of person /relationship  
to conduct an open-air burn in adherence to the Terms and Conditions and By-law on my property.

**For All Applicants:**

- By Checking this box, you acknowledge and agree to the Terms and Conditions of this permit and By-law 2024-27 to conduct an open-air burn.
- I understand and agree to indemnify the Township of any responsibility and liability in my conducting of an open-air burn.

Signature of applicant: \_\_\_\_\_

**IN CASE OF EMERGENCY - CALL 911**

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27  
BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF  
OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule "B" to By-Law No. 2024-27**

**COST OF FIRE DEPARTMENT SERVICES**

The expenses for which the "Owner" may be liable, cover the cost of sufficient personnel and equipment required to control a fire, as referred to on Schedule A to By-Law No. 2024-25 and such costs have been deemed as being:

1. Current MTO rates per vehicle for the first hour or part thereof.
2. Half the current MTO rates per vehicle for each subsequent half hour or part thereof.
3. Cost of personnel per MNRF rates.

Rates shall be calculated from the initial dispatch of the fire department or any fire department under contract or agreement, until such time as each vehicle is back in service (defined as when the vehicle is back at the fire station and has been replenished with the requirements for the unit to respond to the next activation).

These fees are in addition to any fines or penalties established elsewhere, in accordance with this by-law.

Costs will be invoiced by the Township of Bonfield and will be due sixty (60) days from the date of invoice

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27  
BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF  
OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule “C” to By-Law No. 2024-27  
PART 1 PROVINCIAL OFFENCES ACT**

<b>ITEM</b>	<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>
	<b>Short Form Wording</b>	<b>Provision creating or defining offence</b>	<b>Set Fine</b>
1.	Burn without a valid Permit	2.0	300.00
2.	Failure to supervise / control fire	2.1(f)	500.00
3.	Burn prohibited materials	2.1(b)	500.00
4.	Burn on Municipal Property	2.1(c )	500.00
5.	Burn within six (6) meters of a structure	2.1(d)	300.00
6.	Burn within six (6) meters of ignitable material	2.1(e )	300.00
7.	Burn Brush Fire in excess of 1.8 meters	2.6	300.00
8.	Burn Windrow Fire in excess of 15 meter	2.9	300.00
9.	Burn Campfire or Cooking Fire in excess of 1 meter	2.6	300.00
10.	Burn more than one pile/fire at a time	2.7	500.00
11.	Burn during a Fire Ban		750.00
12.	Burn outside permitted times in low or moderate rating	4.0.1	300.00
13.	Burn outside permitted times in high or extreme rating	4.0.1	500.00
14.	Failure to have adequate extinguishing equipment	2.4	300.00

**NOTE:**

The Penalty Provision for the offences indicated above is Section 7 of By-law 2024-27, a certified copy of which will be filed upon adoption.

Set fine schedule subject to the approval of the Ministry of the Attorney General



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-25**

**BEING A BY-LAW TO PROVIDE FOR FIRE DEPARTMENT FEES  
CHARGED BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

NOW THEREFORE the Council of the Corporation of the Township of Bonfield enacts as follows:

1. That this By-law be cited as the "Fire Department Fees and Charges By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.
7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing of the Open-Air Burning Permit in July 2024.
9. That any previous By-law or User Fee outlined in a by-law be hereby repealed.

**READ A FIRST AND SECOND TIME ON APRIL 9, 2024 AND**

**READ A THIRD TIME THIS 9th DAY OF JULY, 2024.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-25**

**SCHEDULE "A"**

**1. Open Air Burn Permit Fees**

A. Campfire, Incinerator Fire Permit (span of ownership)	FREE
B. Commercial Campground Annual Permit	\$50.00
C. Special Burn Permit (Brush Pile or Windrow)	\$50.00
D. Penalty for Burning Without a permit	\$300.00

**2. Cost of Fire Department Services**

A. Call out to fires not in compliance with Open Air Burn By-law	Fire Call Rates
B. Inspection Fees	
I. Commercial and Industrial Inspections	\$150.00
II. Home Occupation	\$100.00
III. Propane Storage and Handling (includes report)	\$150.00
IV. Woodstoves – existing	\$ 50.00
C. Administrative Fees	
I. Letters of Compliance, Fire Reports	\$50.00
II. Plans Review/Examination	\$50.00
III. Plans Re-Examination, per occurrence	\$30.00
D. Non-Emergency Services	
I. Fire Apparatus Standby	Fire Call Rates
Non-profit community organizations exempt from fees.	
II. Fire Watch Fees	MNRF Rates
III. Use of heavy machinery with operator for clean up	\$140.00/hour
IV. All other non-urgent Fire Services	At cost
E. Emergency Response / Fire Call Rate	

The expenses for which the person/agency responsible or the property owner of a property where an emergency response was required may be liable, to cover the cost of sufficient personnel and equipment required to execute response, including but limited to Emergency Response on roadways, waterways, railways, such costs have been deemed as being:

- I. Current MTO rates per vehicle for the first hour or part thereof, as amended from time to time
- II. Half the current MTO rates per vehicle for each subsequent half hour or part thereof
- III. Cost of personnel per MNRF rates

Rates shall be calculated from the initial dispatch of the fire department or any fire department under contract or agreement, until such time as each vehicle is back in service (defined as when the vehicle is back at the fire station and has been replenished with the requirements for the unit to respond to the next activation). These fees are in addition to any charges or penalties established elsewhere, in accordance with other municipal by-laws.

As revised and presented to Council at the regular meeting of June 11, 2024

As revised and presented to Council at the regular meeting of June 25, 2024

As revised and presented to Council at the regular meeting of July 9, 2024

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-45**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE CANADIAN UNION OF PUBLIC EMPLOYEES (C.U.P.E),  
LOCAL 4616-02 AND THE CORPORATION OF THE  
TOWNSHIP OF BONFIELD RELATING TO THE 2024-2027  
COLLECTIVE AGREEMENT**

WHEREAS the Council of the Township of Bonfield and the Canadian Union of Public Employees (CUPE), Local 4616-02, have negotiated a Collective Agreement expiring December 31, 2027;

NOW THEREFORE the Council of the Corporation of the Township of Bonfield ENACTS AS FOLLOWS:

1. THAT the Council of the Corporation of the Township of Bonfield enter into an Agreement with the Canadian Union of Public Employees, Local 4616-02 relating to the 2024-2027 Collective Agreement;
2. THAT Mayor Paquette and C.A.O/Clerk Nicky Kunkel of the Corporation of the Township of Bonfield are hereby authorized to execute that certain Agreement between the Corporation of the Township of Bonfield and the Canadian Union of Public Employees Local 4616-02, attached as Schedule "A" to this by-law, and to thereto affix the Corporate Seal.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9<sup>th</sup>, DAY OF JULY, 2024**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**MEMORANDUM OF AGREEMENT**

**Between**

**The Corporation of the Township of Bonfield**  
*(Hereinafter referred to as the "Employer")*

**-and-**

**CANADIAN UNION OF PUBLIC EMPLOYEES**  
**-and-**  
**Its Local 4616-02**  
*(Hereinafter referred to as the "Union")*

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1. The parties agree to the terms of this Memorandum of Agreement and that this Memorandum of Agreement constitutes full and final settlement of all matters arising from the Notice to Bargain.
2. Any other outstanding proposals by both parties are withdrawn and would revert to the existing language in the current Collective Agreement.
3. The parties must present this Memorandum of Agreement for ratification in accordance with the Ontario Labour Relations Act and to recommend complete acceptance of all the terms of this Memorandum of Agreement to their respective principals.
4. The parties agree the term of the Collective Agreement, shall be from January 1, 2024, to December 31, 2027, and include the attached amendments.
5. The parties agree that the renewed Collective Agreement shall include all of the terms of the previous Collective Agreement which expired on December 31, 2023, except as modified by this Memorandum of Agreement and the changes to the agreement previously executed by the parties and attached.
6. Changes to the Collective Agreement shall have no retroactive effect except in regard to hourly wages.

Signed electronically, this 4<sup>th</sup> day of June 2024.

**FOR THE EMPLOYER**

**FOR THE UNION**





**Agreed Amendments – January 2-6, 2024**  
**CUPE Local 4616-02 and the Corporation of the Township of Bonfield**

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**3.01** The Employer recognizes the Canadian Union of Public Employees and its Local 4616-02, as the sole and exclusive collective bargaining agent for all employees of the Corporation, save and except supervisors, persons above the rank of supervisor, firefighters, students hired during school vacation periods, persons hired under government subsidized programs and persons for whom a trade union held bargaining rights on the date of application.

- a) Permanent Full-Time Employee: The status of an employee will be defined as permanent full-time when regularly employed for forty (40) hours or more per week and when declared the incumbent of a permanent position included in Schedule "A" to this Agreement.

Permanent Part-Time Employee: The status of an Employee will be defined as permanent part-time when regularly employed for twenty (20) hours per week.

- b) Part-Time Employee shall mean a person who is **not** regularly scheduled to work ~~not~~ more than ~~twenty-four (24)~~ **twenty (20)** hours weekly. **The parties agree that Part-time employees in the Public Works Department can be regularly scheduled for the operation of the landfill site exclusively .**
- c) Casual Employee shall mean an employee who is called to work by the Employer, as required, and who is normally employed for not more than ~~twenty-four~~ hours per week.
- d) **Permanent Part-time**, Part-time, and Casual employees may work more than ~~twenty-four (24)~~ **(20)** hours per week on a temporary basis to cover absences due to illness, vacations, and leaves of absence or to augment regular staff during peak periods and still retain their **Permanent Part-time**, Part-time or Casual status. **Permanent Part-time then Part-time employees shall be given preference for additional hours prior to Casuals being called for additional hours.** "Temporary basis" shall mean a period not exceeding six (6) months, unless extended in writing, by mutual agreement of the parties.
- e) All newly hired employees shall be considered on a probationary basis for a period of six (6) months from the date of hiring. During the probationary period, employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge and where otherwise indicated. The employment of such employees may be terminated at any time during the probationary period without recourse to the grievance procedure unless the Union claims discrimination as the basis of termination. After completion of the probationary period, seniority shall be effective from the original date of employment. Periods of absence in excess of five (5) working days shall not be included in the six (6) month probationary period and the probationary period shall be extended in consideration of such lost time. **The Employer has no obligation to maintain any probationary employee's employment for the full six (6) months, or for any other specific time.**



**11.01** When either party requests that a grievance be submitted to arbitration, the request shall be made within ten (10) working days following the reply at Stage 2, by registered mail **or email**, addressed to the other party of the Agreement, indicating the name of its nominee to the Board of Arbitration. Within ten (10) working days thereafter, the other party shall respond by registered mail indicating the name and address of its nominee to the Arbitration Board. The two (2) nominees shall then correspond to select an impartial Chairperson.

**12.03** When a supervisor intends to meet with an employee for disciplinary purposes, the supervisor shall notify **the Union Representative** and employee in advance of the purpose of the interview and advise the employee of their right to have Union representation at such meeting.

#### **14.02 Information in Postings**

Such notice shall contain the following information:

Nature of position, qualifications, required knowledge and education, skills, shift, hours of work, wage or salary rate or range. Such qualifications and requirements shall be those necessary to perform the job function and may not be established in an arbitrary or discriminatory manner. ~~All job postings shall state: "This position is open to male and female applicants".~~

An employee wishing to apply for a posted vacancy, or a new position shall make application, in writing, on forms supplied by the Employer for this purpose, during the seven (7) working days referred to in Clause 14.01 to this Article and shall set out his skills and qualifications for the position.

#### **14.03 ~~No Outside Advertising~~ Advertising Vacancies**

Outside advertisement for any vacancy may be placed by the Employer at the same time as internal postings. Employees in the bargaining unit who apply for the posting will be considered first. In no case will an outside applicant for any vacancy within the bargaining unit be interviewed until the applications of all internal applicants have been considered.

#### **14.05 Trial Period**

- a) An ~~successful applicant~~ **employee transferring** for a posted position shall be placed in the position for a trial period of up to three (3) months. If his performance is judged unsatisfactory by the Employer **or if the employee finds themselves not suitable for the position** at any time during the trial period, he shall be reverted to his former classification, department, and rate of pay, as will any other employee in the bargaining unit who was promoted or transferred by reason of such placement. During the trial period, the employee shall be provided a reasonable opportunity to familiarize himself with the job.

**Agreed Amendments – January 2-6, 2024**  
**CUPE Local 4616-02 and the Corporation of the Township of Bonfield**

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- b) If an employee is returned to his former classification under the provisions of Clause 14.05, the Employer may fill the position by selecting from among other qualified applicants for the position. ~~If no other qualified applicant is available, the position shall be reposted in accordance with Clause 14.01 one additional time, and if the position is not filled pursuant to this second posting, then the Employer shall be entitled to hire a new employee from outside the bargaining unit.~~

- 14.07** c) If no employee is appointed to a vacancy in accordance with Clause 14.05 a) to this Article, the Employer, may consider an employee who does not possess the required qualifications, but who was preparing for qualification prior to the job posting. If granted the job, the Employer will set a reasonable time frame during which qualifications requirement must be met. If the qualifications are not met within the established time frame, the employee shall revert to his former position as will any other employee promoted or transferred by reason of such placement.

**\*Renumber accordingly**

**14.09 Training Courses**

Whenever practicable, the Employer, in its sole discretion, may, as the need arises, implement training programs for selected employees so that they shall have the opportunity to improve their job qualifications. Any mandatory training, certifications or licenses will be provided.

The Employer may post any training courses for which employees may be selected. The post shall contain the following information: type of course (subjects and materials to be covered), time, duration, location of the course and the basic minimum qualifications required by the applicant. ~~Posts~~ **Training opportunities** shall be posted for a period of two (2) weeks on bulletin boards in the appropriate departments to afford all interested employees an opportunity to apply for such training. **Parties recognize that the two-week posting period may not be feasible in some circumstances due to opportunities that arise under short notice (i.e. cancellations, added dates due to enrolment etc.) All time spent in training including travel time shall be considered as straight time worked.**

**Employees may bring employment relevant training opportunities forward to their supervisor for consideration.**

- 15.01** A layoff shall be defined as a reduction in permanent positions in the workforce or a reduction in the regular hours of work of permanent employees as defined in this Agreement.

~~For the purpose of this clause, "permanent" is defined as a position to which an employee is assigned on a regular basis and for which regular hours of work have been established under this Agreement. For greater clarity, it is agreed that this clause shall not apply to casual part-time employees who are called to work as required.~~



**16.01 Regular Daily Hours (Full-time Public Works Employees)**

The regular daily hours shall not commence before 7:00 a.m. nor finish later than 4:30 p.m. The regular workday shall consist of eight (8) hours, excluding a one-half (1/2) hour unpaid lunch break. One weeks' notice is required to implement a shift change. **Notwithstanding the above, two weeks notice shall be required for select employees to work four ten hour shifts a week in the construction season while performing active construction.**

**16.02**

(a) **Regular Weekly Hours (Full-Time Public Works Employees)**

Except as provided in Article **16.01**, 16.03 and Schedule B, the regular weekly hours shall consist of five (5) days from Monday to Friday inclusive, for a total of forty (40) hours per week for all employees **with the exception of the Labourer position who may be scheduled to work the Landfill when required.**

(b) **Regular Daily Part-Time Hours - Landfill**

WINTER: Saturday 7:30 a.m. to 4:30 p.m.

SUMMER: Wednesday, 4:00 3:30 p.m. to 7:30 p.m.  
Saturday, 8:00 7:30 a.m. to 4:30 p.m.

(c) The Landfill site will be covered in accordance with EPA and the Township Bonfield C of A and any other applicable legislation.

**16.03 Winter Control Season (Public Works)**

During the period of November 15 to March 31 only, the work schedule may be adjusted subject to the terms of the Collective Agreement to provide for twenty-four (24) hour coverage, seven (7) days per week for winter maintenance operations only. ~~Schedule B will be amended so that it provides for seven (7) day per week rotation. The Employer and the Union agree to meet within one hundred and twenty (120) days of the ratification of the Collective Agreement to discuss required amendments to Schedule "B".~~

(...)



**PROPOSED AMENDMENT**

- *The Union proposes to incorporate LOU RE: Thursday Evening Office Hours. into the body of the agreement with amendments to 16.04 as required.*

**16.04 Regular Daily Hours (Clerical Administration)**

The regular weekly hours shall consist of forty (40) hours worked over a five (5) day period from Monday to Friday, inclusive.

Except as hereinafter provided, the regular daily hours shall not commence before 8:30 a.m. nor finish later than 5:00 p.m. No scheduled eight (8) hour shift shall be spread over a period longer than eight and one half (8 ½) hours. Each employee shall be provided with a one-half (1/2) hour unpaid lunch break daily.

~~Monday-Tuesday-Wednesday between: 8:30 a.m. to 5:00 p.m.~~  
~~Thursday between: 8:30 a.m. to 5:00 p.m.~~  
~~6:00 p.m. to 8:00 p.m.~~  
~~(Employee in rotation off Friday afternoon)~~  
~~Friday between: 8:30 a.m. to 5:00 p.m.~~

~~The employee working the Thursday evening is permitted to leave at noon on Friday. If the employee is absent due to illness on the Friday, then the employee will incur a charge of a one half (1/2) day sick credit.~~

Two fifteen (15) minute rest periods daily will be scheduled by the Employer, i.e., one for each scheduled half shift of at least four (4) hours worked.

**LETTER OF UNDERSTANDING**

Between

The Corporation of the Township of Bonfield

-and-

Canadian Union of Public Employees and Its Local 4616-02

**RE: Thursday Evening Office Hours**

The Thursday evening hours of operation are no longer necessary due to changes in the administration of the tax system therefore Parties agree that Article 16.04 shall read as follows:

**16.04 Regular Daily Hours (Clerical Administration)**

The regular weekly hours shall consist of forty (40) hours worked from 8.30am to 5 pm over a five (5) day period from Monday to Friday, inclusive.

No scheduled eight (8) hour shift shall be spread over a period longer than eight and one half (8 ½) hours. Each employee shall be provided with a one-half (1/2) hour unpaid lunch break daily.

Two fifteen (15) minute rest periods daily will be scheduled by the Employer, i.e., one for each scheduled half shift of at least four (4) hours worked.

SIGNED ELECTRONICALLY ON THIS 13<sup>th</sup> DAY OF JANUARY 2023.

**For the Township of Bonfield**

*Ann Carr*

Ann Carr (Jan 13, 2023 15:32 EST)

**For CUPE Local 4616-02**

*Shawn Laroquin*

Shawn Laroquin (Jan 14, 2023 15:38 EST)

### 17.01 Mandatory Overtime

Overtime means that time worked beyond the normal work day (eight (8) hours) or normal work week (40 hours) or on a paid holiday, which has been authorized by the Employer. If the supervisor determines that overtime is required, the information will be shared with affected employees as soon as possible, and the employees shall work the overtime hours, including weekends and holidays as required. The duration of overtime beyond the regular eight (8) hour shift will not normally exceed and additional four (4) hours, unless under emergency situations. Except in emergencies, as declared by the CAO, Mayor and/or Council, employees shall not be required to work more than sixteen (16) hours' overtime in any calendar week.

### 17.02 Compensation for Work Greater Than Eight (8) Hours Per Day

Any employee who has been approved to work more than eight (8) hours per day shall be paid at the rate of time and one half (1 ½) for the hours beyond eight (8) hours. ~~This provision does not apply to employees who are required by Article 16.04 to work Thursday evening (6:00 – 8:00 pm).~~

### 17.07 a) Overtime Opportunities

Except as provided in Schedule B hereto, when the overtime work permits and as at the discretion of the Employer, qualified Casual and Part-time employees may be given the first opportunity based on their knowledge, skills, and ability to do the job required, for available hours at their regular straight time wage rate up to forty (40) hours per week. Where knowledge, skills and abilities are relatively equal, then seniority shall govern.

### 17.10 Call-Back Pay Guarantee

If called to work after regular scheduled hours, an employee shall be paid a minimum of three (3) hours at the employee's regular rate of pay. If called to work, an employee shall be required to do only such emergency work as called for, or other emergency work that shall develop. It is understood that for the purpose of this article, reply time will be 10 minutes while the response time will be one (1) hour. A call-back for the same emergency event within the initial three-hour period shall be considered as one call back.

### 17.11 Banked Overtime

Overtime may be accumulated over a twelve-month period (calendar year) and shall be taken as paid time off. The scheduling of such time off in lieu of payment shall be by mutual agreement between the employee and the supervisor with operational needs being considered. In the event of two or more employees requesting the same time off, seniority shall govern. Banked hours cannot be carried from year to year and outstanding balances as of December 31<sup>st</sup> shall be paid out by January 31<sup>st</sup> of the following year.



### 17.13 Guaranteed Pay

An employee shall not be required to lay-off during regular hours to equalize any overtime worked. The forgoing does not negate or apply to the Employer's existing right to adjust shift times under Schedule "B". The Employer maintains the right under Schedule "B" to schedule such employee off work once the employee has worked the equivalent of a total of eight paid hours.

Employees who report for any scheduled shift will be guaranteed at least four (4) hours of work with pay, or, if no work is available, will be paid at least four (4) hours except when work is not available due to conditions beyond the control of the Employer. This reporting allowance shall not apply whenever an employee has received prior notice not to report to work. Part-time employees who report for scheduled work of less than eight (8) hours will receive ~~a pro-rated amount of reporting~~ pay based on the Employment Standards Act.

**17.15** All permanent administration staff required to attend meetings after hours shall be paid a minimum of ~~three (3)~~ two (2) hours of straight time. ~~The overtime rate(s) shall apply for all time spent at meetings beyond the two (2) hours in duration.~~

### 18.04 Compensation for Paid Holidays Falling on Scheduled Day Off

When any of the above noted paid holidays fall on an employee's scheduled day off, the employee shall receive a day's pay or another day off with pay at a time mutually agreed to by the employee and Employer.

The stat holiday accumulated ~~will~~ shall be taken ~~within one year from the date of accumulation and~~ within 6 months of the accumulated holiday. The employee will advise the Employer when they wish to take their stat holiday.

### 19.01 Length of Vacation

An employee shall receive an annual vacation with pay in accordance with the employee's years of employment as follows:

After 1 year of completed service	10 days
After 5 years of completed service	15 days
After 10 years of completed service	20 days
After 15 years of completed service	25 days
After 20 years of completed service	30 days
After 25 years of completed service	35 days

~~Effective January 1, 2007, Employees will be eligible to receive one (1) additional day of vacation for each year following 25 years of service to a maximum of one (1) additional week of vacation.~~

**19.03** An employee entitled to three (3) weeks of vacation or more may bank up to a maximum of ~~ten (10)~~ five (5) vacation days. The banked vacation shall be taken in the next calendar year and shall be paid at the employee's regular hourly rate of pay when the vacation is taken. At no time shall an employee be permitted to have more than ~~ten (10)~~ five (5) banked vacation credits standing to his/her account. The C.A.O may approve additional carry over under special circumstances.

#### **20.01 Sick Leave**

Full time employees shall be entitled to sick leave credits at the rate of one (1) day for each month when actively employed. Total accumulation shall be twelve (12) days per year. The employee shall be credited annually with 100% of the unused portion of the sick leave days. Permanent part-time employees will also receive sick days on a prorated basis.

The accumulated sick leave credits in the bank shall not exceed ~~ninety (90)~~ one hundred and twenty (120) days.

The Employer shall keep a record of sick days taken and the deductions therefrom.

**Incentive:** An employee that has not used one (1) sick day in the last twelve (12) months will be entitled to an extra day off with pay.

#### **20.02 Deduction from Sick Leave**

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave. Absence for less than a full day shall be charged against the employee's sick leave account on a ~~half day or full day~~ hourly basis. It is generally understood employees will be encouraged to make health appointments for the beginning or end of shifts.

#### **21.03 Leave of Absence for Union Functions**

Employees elected or appointed to represent the Union at a conference, convention, or other Union business shall be granted leave of absence without loss of seniority and without pay, sufficient to attend the business for which leave is requested provided:

- i) Such leave is requested, in writing, by the Union not later than ~~one (1)~~ two (2) calendar weeks before such leave is required;
- ii) Such leave does not seriously reduce the efficiency of the department.

An employee granted a leave of absence for Union business under this article shall receive their normal pay for the period of leave of absence. The Employer will bill the Union for all wages provided the employee during the leave of absence. The Union shall reimburse the Employer within thirty (30) working days following receipt of the invoice.

#### 21.04 Leave of Absence for Public Duties

- a) An employee seeking election to public office (provincial or federal) shall be provided with a leave of absence subject to the following provisions:
  - i) Such leave of absence shall be without pay;
  - ii) The employee will provide a minimum of ~~ten (10)~~ fifteen (15) working days' notice in writing prior to the commencement of leave;
  - iii) Leave will be allowed for a maximum period starting from the date the writ issued for provincial or federal elections to a date no later than five (5) working days following the release of official election results;
  - iv) The employee shall be entitled to return to the position held at the commencement of the leave;
  - v) The employee will retain bidding rights for internal job postings for the period of leave;
  - vi) The employee shall continue to accumulate seniority and service credits during the period of leave;
  - vii) The employee's participation in the Employer's employee group benefit plans shall be continued during the period of leave.

#### 21.13 Education Leave and Examinations

If required by the Employer, an employee shall be entitled to leave of absence with pay and without loss of seniority and benefits to write examinations to upgrade their employment qualifications.

Where employees are required by the Employer to take courses to upgrade or acquire new employment qualifications, the Employer shall pay the full costs associated with the courses.

Subject to operational requirements, the Employer will make every reasonable effort to grant requests for necessary changes to an employee's schedule to enable attendance ~~a~~ at approved conferences and/or recognized upgrading course or seminar related to employment with the Employer.

#### 22.05 Automobile Allowance

An employee authorized to use his personal vehicle in the performance of his duties shall receive an allowance of ~~fifty~~ sixty cents (~~50¢~~) per kilometre for all travel outside of the municipal boundaries, with a minimum of five dollars (\$5.00) for each round-trip.



### 23.01 Pension Plan

(...)

- a) ~~Part-time/casual~~ Other classifications of employees meeting OMERS eligibility requirements shall be provided with the option of participating in the plan.

**27.02** At the Employer's discretion, when an employee's regular duties cannot be performed by reason of inclement weather, the Employer shall ~~either provide alternate work indoor for outside crews. or allow them to stand-by inside. An employee shall not suffer any loss of pay by reason of the provisions of this clause.~~ If alternate work is not available, the guaranteed pay clause shall take effect or at the employee's request clause 17.03 can be in effect.

**27.03** If an employee is unable to perform his regular duties as outlined in the relevant job description, and no other work is available, the Employer will offer to the employee the option to take some time off and record the time off as vacation used or accumulated overtime as approved by their supervisor.

### 28.01 Boots & Clothing

A. All clothing purchased through this clause shall be Bonfield Branded at the sole discretion and cost of the employer.

B. All permanent fulltime Public Works employees and Building Officials will receive the following in January of each year and on an annual basis:

1. Maximum of three hundred and fifty dollars (\$350) per calendar year (with receipts) for work clothing to be used within that calendar year.
2. Maximum of two hundred dollars (\$200) per calendar year for CSA boots

C. Part-time, Casuals and

1. Maximum of one hundred and fifty (\$150.00) per calendar year (with receipts) for work clothing to be used within that calendar year.
2. Maximum of one hundred dollars (\$150) per calendar year for CSA work boots.

D. Administrative employees will receive:

Maximum of two-hundred and fifty dollars (\$250) per calendar year (with receipts) for shirts and pants to be used within the calendar year.

**Note:** Parties agree to discuss the clothing allowances further at LMM, in regard to types of shirts, pants, suppliers, etc. with the idea of having some of the clothing being branded with the Bonfield logo at the employer's expense.

**\*Make CA gender neutral**

**PROPOSED AMENDMENT**

- *The Union proposes to delete article 32.01, render the agreement gender neutral where required (they/their) and renumber accordingly.*

~~**32.01 Plural or Feminine Terms May Apply**~~

~~Whenever the singular, masculine, or feminine is used in this Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context of the party or parties hereto so required.~~

**33.01 Duration**

This Agreement shall be binding and remain in force from January 1, 2024 to December 31, 2027, and shall continue from year to year thereafter, unless in any year not more than ninety (90) days before the date of its termination, either party shall furnish the other with notice of its desire to terminate or amend this Agreement.



**Agreed Amendments – January 2-6, 2024**  
**CUPE Local 4616-02 and the Corporation of the Township of Bonfield**

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Year 1 5% for all positions

Year 2 4% for all positions

Year 3 3% for all positions

Year 4 3% for all positions

**SCHEDULE “A” – WAGE AND SALARY SCALE**

<b>BAND</b>	<b>CLASSIFICATION</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
1	Outdoor Rink Staff	\$18.10	\$19.35	\$20.10
2	General Labourer	\$19.15	\$20.40	\$21.15
3	Animal Control/Livestock Evaluator/Labourer	\$22.82	\$24.07	\$24.82
3	Clerk-Cashier/Custodian	\$22.82	\$24.07	\$24.82
3	Equipment Operator Class 2	\$22.82	\$24.07	\$24.82
3	Municipal Office Clerk	\$22.82	\$24.07	\$24.82
3	Public Works Office Clerk	\$22.82	\$24.07	\$24.82
4	Deputy Clerk-Treasurer	\$25.35	\$26.60	\$27.35
4	Equipment Operator Class 1	\$24.47	\$25.72	\$26.47
5	Community Emergency Management Coordinator	\$23.86	\$25.11	\$25.86
5	Deputy Chief Building Official/Building Inspector	\$33.08	\$34.33	\$35.08
5	Lead Hand Public Works	\$26.52	\$27.77	\$28.52
6	Licensed Mechanic	\$30.77	\$32.02	\$32.77
<del>7</del>	<del>Director of Planning &amp; Development</del>	<del>\$34.23</del>	<del>\$35.48</del>	<del>\$36.23</del>
	Planning Administrator			\$33.15
	Chief Building Official			\$36.23

Market value wage adjustment in the first year of \$1.00/hr for the Lead Hand and Operator 2 classifications. Market value wage adjustment for the Deputy Clerk-Treasurer in the first year of \$0.50/hr. Market value wage adjustment of \$1.35 /hr in the first year for the CEMC classification.

Probationary rate shall be \$1.00/hr less per hour than the classification rate for the duration of the probationary period (six months).

**Agreed Amendments – January 2-6, 2024**  
**CUPE Local 4616-02 and the Corporation of the Township of Bonfield**

<b>BAND</b>	<b>CLASSIFICATION</b>	<b>2024 5%</b>	<b>2025 4%</b>	<b>2026 3%</b>	<b>2027 3%</b>
1	Outdoor Rink Staff & P.T Labourer	\$21.11	\$21.95	\$22.61	\$23.29
2	General Labourer	\$22.21	\$23.10	\$23.79	\$24.50
3	Animal Control/Livestock Evaluator/ Labourer	\$26.06	\$27.10	\$27.91	\$28.75
3	Clerk-Cashier/Custodian	\$26.06	\$27.10	\$27.91	\$28.75
3	Equipment Operator Class 2	\$27.06	\$28.14	\$28.98	\$29.85
3	Municipal <del>Office Clerk</del> -Administrative Assistant	\$26.06	\$27.10	\$27.91	\$28.75
3	Public Works <del>Office Clerk</del> -Administrative Assistant	\$26.06	\$27.10	\$27.91	\$28.75
4	Deputy Clerk-Treasurer	\$29.21	\$30.38	\$31.29	\$32.22
4	Equipment Operator Class 1	\$27.79	\$28.90	\$29.77	\$30.66
5	Community Emergency Management Coordinator	\$28.50	\$29.64	\$30.53	\$31.24
5	Deputy Chief Building Official/Building Inspector	\$36.83	\$38.30	\$39.45	\$40.63
5	Lead Hand Public Works	\$30.95	\$32.19	\$33.16	\$34.15
6	Licensed Mechanic	\$34.41	\$35.79	\$36.86	\$37.97
*new 3	Fleet Co-Ordinator	\$27.06	\$28.14	\$28.98	\$29.85
*new 5	Planning Administrator	\$28.50	\$29.64	\$30.53	\$31.24
*new 8	Chief Building Official	\$38.04	\$39.56	\$40.75	\$41.97

- The rates include the market increase for the relevant staff.

**SCHEDULE “B” – WORK SCHEDULE**

RE: Winter Work Schedule – Public Works

**Job Classification Codes:**

~~DPW – Director of Public Works~~

LHO Lead Hand and Equipment Operator

FEO Full-Time Equipment Operator – Class 1 & 2 – not lead hand CEO Casual Equipment Operator

OC On Call

NOC Not on Call

**TWO-WEEK SCHEDULE**

JOB	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN
<del>DPW</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>OC</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>8</del>	<del>NOC</del>	<del>NOC</del>	<del>IN</del>
LHO	8	8	8	8	8	NOC	NOC	8	8	8	8	8	NOC	NOC
FEO	8	8	8	8	8	NOC	NOC	8	8	8	8	8	NOC	NOC
FEO	8	8	8	8	8	NOC	NOC	8	8	8	8	8	NOC	NOC
FEO	8	8	8	8	8	NOC	NOC	8	8	8	8	8	NOC	NOC
CEO1	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC
CEO2	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC
CEO3	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC	OC

This schedule to start on November 15<sup>th</sup> and end on March 31<sup>st</sup> of each year.

Two casual Equipment Operators will be available at any time and will be scheduled on-call as per above schedule between Monday 3:30 p.m. to Monday 7:00 a.m. As per the above schedule, it is further understood that the scheduled Casual Equipment Operators will be paid \$1.00 per for a maximum of 16 hours from Monday to Saturday and \$1.00 per hour for a maximum of 24 hours for Sunday are statutory holidays.

In case of emergency the DPW or his/her alternate may call employees on their days off. When called in, employees must report within one hour and reply time will be 10 minutes.

The Employer will supply the Casual Equipment Operators with a cell phone.

Full-time Equipment Operators will not be scheduled on-call but will be scheduled regular hours between 7:00 a.m. and 3:30 p.m., Monday to ~~Saturday-Friday~~. However, if called to work before 7:00 a.m. and/or after 3:30 p.m., a full-time Public Works employee shall be compensated at time and a half the employee’s regular hourly rate until 7:00 a.m. after which the employee will be paid his regular straight time hourly rate until 3:30 p.m. In such instances the Employer reserves the right to schedule such employee off work once the employee has worked the equivalent of a total of 8 hours. It is further understood that a regular full-time Equipment Operator shall not be able to refuse to come to work when called in between 4:00 a.m. and 7:00 a.m. during his regular scheduled days. It is understood that full time equipment operators and the lead hand shall be scheduled one weekend per month to be available in the event that a third plow is needed and is without the on-call premium compensation.



**SCHEDULE “C” – PART-TIME**

The terms and conditions of the Collective Agreement shall apply to all casual and part-time employees with the exception of the following articles:

**Casuals      Articles:**      20.00 (Sick Leave)  
   21.04 (Leave of Absence – Public Duties)  
   21.05 (Bereavement Leave)  
   21.11 (Paid Jury Duty Leave)  
   ~~23.01 (OMERS)~~  
   24.00 Benefit Plan

**Part-Time    Articles:**      21.04 (Leave of Absence – Public Duties)

An employee shall receive annual vacation pay

Upon completion of one (1) year      4%  
Upon completion of (5) years          6%

Such payment to be included with each regular pay

Letters of understanding

Re: Lead Hand **DELETE**

Re: Optional life insurance **RENEW**

Re: The Administrator, Clerk/treasurer and The Director of Public works **DELETE**

Re: Schedule "B" Winter Control **INCORPORATE INTO BODY OF C.A**

Re: Definition's **DELETE**

Re: Benefits J.P Poitras **DELETE**

Re: Standby Duties and Schedule for Lead Hand **INCORPORATE INTO BODY OF C.A**

Re: Permanent Full-Time on-call Schedule and Compensation **INCORPORATE into Body of C.A**

Re: Planning Administrator **INCORPORATE INTO BODY OF THE C.A**

**LETTER OF UNDERSTANDING**

between

The Corporation of the Township of Bonfield

and

Canadian Union of Public Employees and Its Local 4616-02

**RE: Fleet Coordinator**

Whereas, the Employer has put the Union on notice during negotiations that Mr. Russel Browne who occasionally fills the mechanic's position is not licensed and they intend to hire a licensed mechanic in the future.

Therefore, the Parties agree that Mr. Russel Browne is to be reclassified to a newly created position of Fleet Co-Ordinator at the Equipment Operator Class 2 rate of pay.

SIGNED ELECTRONICALLY ON THIS DAY OF 2024.

For the Township of Bonfield

For CUPE Local 4616-02

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**LETTER OF UNDERSTANDING**

between

The Corporation of the Township of Bonfield

and

Canadian Union of Public Employees and Its Local 4616-02

**RE: Recreation Special Events**

Whereas the Parties agree that the Administrative Assistant assigned to the Recreation Committee may be needed to assist in preparations and attend the following special events if requested by the Employer:

- Family Day
- Canada Day
- Civic Holiday
- Labour Day
- Santa Clause event

Therefore, notwithstanding article 16.04, 17.13, the Employer may schedule a total of up to eight (8) hours of time spent at these events as time off in the pay period. The Employer shall make every effort to allow at least two (2) consecutive days off in the period with the employee given the option of scheduling such days.

SIGNED ELECTRONICALLY ON THIS DAY OF 2024.

For the Township of Bonfield

For CUPE Local 4616-02

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**LETTER OF UNDERSTANDING**

between

The Corporation of the Township of Bonfield

and

Canadian Union of Public Employees and Its Local 4616-02

**RE: Mr. Michael Pilon – Chief Building Official**

1. The Union and the Employer agree that the wage rate for the position of Chief Building Official will be as set out in the wage grid (Schedule “A”), which is \$ 38.04 per hour for 2024.
2. Despite the above-referenced wage rates, the Union and the Employer agree that the wage rate for the current Chief Building Official, Michael Pilon, will be \$40.00 per hour in 2024, with a \$0.75 increase in 2025 and a 3% increase in 2027 per the Agreement.
3. The hours of work for Mr. Pilon will be 8:30 a.m. to 4:30 p.m. Monday to Friday.
4. Mr. Pilon will receive one week’s vacation in 2024 after a successful probationary period.
5. If during the life of this Agreement, Michael Pilon is no longer the Chief Building Official, and there is a new Chief Building Official, then the new Chief Building Official will receive the wage rate in Schedule “A” of the Collective Agreement .

SIGNED ELECTRONICALLY ON THIS DAY OF 2024.

For the Township of Bonfield

For CUPE Local 4616-02

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**LETTER OF UNDERSTANDING**

between

The Corporation of the Township of Bonfield

and

Canadian Union of Public Employees and Its Local 4616-02

**RE: Ms. Ann Carr – Planning Administrator**

1. The Union and the Employer agree that the wage rate for the position of Planning Administrator shall be twenty-eight dollars and fifty cents (\$28.50) per hour for 2024.
2. Despite the above-referenced wage rates, the Union and the Employer agree that the wage rate for the current Planning Administrator, Ann Carr is \$33.15 per hour.
3. Ms. Carr shall receive the negotiated percentage increases based on the job rate and therefore will be red circled at \$33.15 until such time as the job rate for Planning Administrator exceeds \$33.15.
4. Ms. Carr shall continue to receive four weeks' vacation until she has completed fifteen years of service. Vacation entitlement shall then follow the vacation schedule in the C.A.
5. If during the life of this Agreement Ann Carr is no longer the Planning Administrator, and there is a new Planning Administrator, then the new Planning Administrator will receive the wage rate referred to in Schedule A of the Collective Agreement.

SIGNED ELECTRONICALLY ON THIS DAY OF 2024.

For the Township of Bonfield

For CUPE Local 4616-02

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June 28, 2024

Nicky kunkel  
Bonfield Township  
365 Highway 531  
Bonfield, Ontario P0H 1E0

## Re: Application to Ontario Arts Presenters Projects - February 13, 2024

Dear Nicky kunkel,

On behalf of the Ontario Arts Council (OAC), an agency of the Government of Ontario and the primary funder for the arts in the province, I am pleased to inform you that you have been awarded a project grant. This letter outlines what you need to know as a grant recipient.

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### Grant details

- Project title: Bonfield Winter Festival
- Grant amount: \$5,000 awarded to Bonfield Township

### Recognizing OAC support

By accepting this grant, you agree to let the public know that you received OAC support for your activities.

Recognizing your support from the OAC is an important part of strengthening support for the arts in Ontario. This is an opportunity to reinforce the value of public arts funding. Please review the [Recognition Requirements for Project Grant Recipients](#) for full instructions and to download logo files.

### Payment steps and timing

On the Notification Letter screen in Nova, confirm your mailing address and click the “Acknowledge” button.

After that, you’ll receive a cheque by mail. This can take a few weeks, depending on when you clicked the “Acknowledge” button, how far you live from OAC’s main office, statutory holidays, and so on.

If you (or your co-applicant, if applicable) have an overdue or unapproved final report for a past grant, we won’t mail your cheque until this is resolved. Check the **Action Items** section of your Nova homepage to see if you have any tasks to do. The [Guide to OAC Project Programs](#) lists final report statuses that delay payment and explains how to request an extension for a past project you haven’t finished yet.

## Accessibility support

If you made an Accessibility Fund: Project Support request along with your project application, you’ll be given the results separately.

You can still apply for accessibility expenses related to your project if you are Deaf or have a disability. For more information about this fund and how to apply, visit the [Accessibility Fund: Project Support](#) web page.

## How to manage your grant

- **Review OAC’s [Terms and Conditions – Receipt of OAC Project Grant Funds](#).** You agreed to these terms in the Declaration section of your grant application.
- **If you need to make a change, request approval first.** Unexpected things happen. You may need to change some elements of your project, such as key collaborators, programming choices, the size of your budget, or the location or timing of activities. If you want to make a significant change to what assessors agreed to fund, be sure to use the **Request Project Change Approval** button on your application or final report in Nova. Wait for OAC’s approval before moving ahead. (Not sure if your change is “significant”? Contact me or the program administrator.)
- **Track your expenses.** You’ll need to submit a final budget with your final report.
- **Submit your final report once your project is finished.** You can find the form and due date in the **Action Items** section of your Nova homepage.



## How the decision was made

All applications were carefully reviewed by peer assessors who brought a range of cultural backgrounds, regional perspectives and artistic expertise to the table. They made their funding recommendations based on the program's purpose, priorities and assessment criteria, the range of applications submitted at this deadline, and the program budget.

If you'd like to discuss your application and how it was assessed, please use the link below my signature to make a phone appointment.

You can find out more about this process in the [Guide to OAC Assessment](#). We will also post a list of this deadline's assessors and grant recipients in the [Grant Results](#) section of our website on **July 23, 2024**.

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I'm interested in hearing about how this project develops. If you have any questions about your grant, don't hesitate to contact me or other program staff. And please add me to your email list for any announcements you send about the activities supported by these funds. We would love to celebrate the success of your project, so your updates, photos and testimonials go a long way in showcasing the importance of public sector support for the arts.

On behalf of OAC, I offer warm congratulations once again, and I wish you success with this project.

Together, we harness the power to create change through the arts with Ontario's talented artists. The arts drive sustainable development and cultivate healthy communities. Our commitment to the arts is a commitment to a thriving, vibrant, inclusive future for Ontario. Thank you for your work in our shared sector.

Yours sincerely,

Maura Broadhurst

Arts Sector Development Officer | Responsable du développement du secteur des arts

tel | tél.: 416-646-7467 | toll-free | sans frais: 1-800-387-0058

e-mail | courriel: [mbroadhurst@arts.on.ca](mailto:mbroadhurst@arts.on.ca)

[Book a phone appointment | fixer un rendez-vous téléphonique](#)



Nicky kunkel  
Bonfield Township  
393477

**Status:** Awarded

**Deadline:** Ontario Arts Presenters  
Projects - February 13, 2024

**Application Type:** Ontario Arts  
Presenters  
Projects

**Applicant:** Bonfield Township

## Project Information

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### Project Title (Maximum 15 words)

Bonfield Winter Festival

### Project Summary (Maximum 25 words)

Multi-arts festival celebrating northern winter traditions, cultural heritage and artistic innovations.

### Project Category

From the list below, select one of the following that best applies to your project.

**Writing tip:** Volunteer-led organizations, ad hoc groups and collectives that have paid leadership or programming staff (full-time, part-time and contract staff) are not eligible to apply to this program. By selecting this category, you are confirming that you do not have paid programming staff.

Municipalities, colleges and universities: maximum \$5,000

### Total amount you are requesting from OAC

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This amount will be auto filled from the budget section.

\$5,000

### Artistic Discipline

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What is the main artistic discipline involved in the proposed project? Select one only.

Multidisciplinary or Inter-Arts

### Project Category 2

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**Writing tip:** Indicate if you program/book the majority of your artists independently or if you partner with other presenters to book artists as a block/touring circuit.

Independent booking

### Audience Demographic

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Youth, Family, Adult

### Start Date of Your Project

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The activity for which you are requesting funding cannot start before February 13, 2024.

2025-02-08

### End Date of Your Project

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The activity for which you are requesting funding cannot be completed before June 28, 2024, and must be completed by June 29, 2026.

2025-02-22

## Background

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Make sure that the information you give in this section shows that you are eligible to apply for this program. See the [Guide to OAC Project Programs](#) and the program web page for information about eligible applicants and ask program staff if you are not sure.

### Tell us about who you are as an artist, arts professional, group or organization. (Maximum 300 words)

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**Writing tip:** This is the place to tell the story of your group or organization and to describe what is important to you in your work and why. Your application will be assessed by a multidisciplinary jury of artists and presenters who may or may not be familiar with you or your past presenting activities. Include information about your artistic goals and share highlights from your history including recent achievements.



Note: You will be able to describe what you are planning to do, your geographic context and details on project finance in the following questions, so leave these out for now.

As a small township nestled in northeastern Ontario, Canada, Bonfield boasts a tight-knit community of 2,146 residents along the picturesque shores of the Mattawa River, within the Nipissing District and the Mattawa Voyageur Country tourist region. Despite our modest size, our township thrives on a vibrant volunteer spirit, with the majority of our events organized by dedicated community members.

The Bonfield Recreation, Events & Cultural (REC) committee comprises of five passionate volunteers, two Councillors, and one Office Clerk. Operating on shoestring budgets, often with minimal resources, we pride ourselves on producing grassroots events that draw attendees from neighbouring towns like Mattawa to the east and North Bay and Sturgeon Falls to the west. One shining example is our beloved Hallowe'en Parade, organized by volunteer Renee Contant, which brings together people of all ages from across our small township.

While our focus has primarily been on organizing activities such as sports events, children's camps, craft shows, and holiday parties to engage our residents, we recognize the absence of professional arts offerings within our community. Currently, residents must journey to North Bay and beyond to experience professional arts, limiting accessibility and cultural enrichment.

With this grant opportunity, our aim is to change that narrative. By bringing professional artists to Bonfield, we seek to inspire residents of all ages, especially children who harbour aspirations in the arts. We envision these encounters as catalysts for artistic discovery, igniting a passion for creativity and self-expression within our community.

**Describe the context in which you work. You may choose to include information about your environment, community, artistic influences and cultural identity or, as relevant, your connection to**

**OAC priority groups and how they have had an impact on you or your organization's art, career/development and decisions. (Maximum 300 words)**

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Nestled amidst the serene landscapes of northeastern Ontario, our work unfolds within a rich tapestry of cultural diversity and historical significance. Surrounded by the natural beauty of the Mattawa River and Lake Nosbonsing, the picturesque landscapes and tranquil surroundings serve as a source of inspiration and pride for our residents.

Our population is a vibrant mix of diverse cultural backgrounds including Algonquin, Métis, Francophone and British settlers. Led by Mayor Narry Paquette, who proudly represents the Algonquin community, our township also welcomes a growing influx of newcomers from other parts of Canada and international locations.

There exists an eagerness among both longstanding residents and newcomers to unearth and celebrate the diverse narratives that define us. We embrace the transformative impact of the railroad, which played a pivotal role in shaping our township's development, while also striving to elevate indigenous narratives and traditions that predate this era, ensuring that Bonfield's rich heritage is celebrated in its entirety.

As we honour our past, we also look to the future with a forward-thinking mindset. We believe that artists and the arts serve as catalysts for both preservation and progress, grounding us in our roots while inspiring new possibilities.

With this grant, we aim to support artists who not only share our rich history but also bring innovative technologies to our community. By blending tradition with innovation, we envision a future where Bonfield thrives as a dynamic cultural hub, that embraces both its heritage and the advancements of tomorrow.

Name	Role
Nicky Kunkle	CAO, Bonfield Township
Steve Featherstone	Bonfield Councillor & Chair, REC Committee
Casandra Klooster	Office Clerk, Bonfield Township
Nathalie Bertin	Volunteer Member, REC Committee
Renee Contant	Volunteer Member, REC Committee
Lise Houle	Volunteer Member, REC Committee
Sylvie Lamothe	Volunteer Member, REC Committee
Dan MacInnis	Councillor, Bonfield Township & Rec Committee Member
Cassandra Pugh	Volunteer Member, REC Committee
<b>Applicant CV(s), Resumé(s) and Bio(s)</b>	

BIO\_for\_Bonfield\_REC\_Committee\_Members.pdf  
26.4 KB - 2024-01-31 14:03

Total Files: 1

### Enter the address for your website

bonfieldtownship.com

## Support Material

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### Support Material

It is the applicant's responsibility to provide support material according to the listed requirements. Preparing and submitting artistic examples and support documents takes time. OAC recommends beginning this process as early as possible.

If files or links do not conform to the basic upload requirements (types, formats, sizes and minimum/maximum number of files), the system will prevent the application from being submitted.

If the provided artistic examples and support documents do not meet all program application requirements, the submitted application will be considered ineligible and will be withdrawn from the competition.

If the provided artistic examples and support documents exceed program application limits, assessors will be instructed to restrict their review time.

## Artistic Examples

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### **Describe how the artistic examples below relate to your project. (Maximum 150 words)**

The artistic examples provided reflect Bonfield's past achievements and our commitment to community engagement of all ages. They demonstrate our capability to organize and present professional artists effectively.

These examples underscore our dedication to presenting professional artists who not only entertain but also engage audiences with meaningful cultural experiences, enriching our community's artistic landscape. Beyond Ireland's, traditional music repertoire showcases multicultural influences, while Rendez-vous, integrates Métis folklore and storytelling, celebrating local cultural traditions. Additionally, Yvan Dalcourt's expertise as a folklorist and Métis poet adds authenticity to our artistic offerings.

### **The following instructions will assist you to prepare and submit your artistic examples.**

**Writing tip:** Provide examples of work by the artists you intend to present and, when relevant, examples of past presentations that show audiences engaging with the work. If you haven't confirmed the programming for the proposed project, include examples of work by artists you have presented in the past.

If possible, include an image of the venue to give assessors a sense of the size and feel of the space.

## Audio - File Upload

- Acceptable formats: MP3 or WAV
- Maximum size: 20 MB
- **Do not use accents or special characters in your file names as they may cause application submission errors (e.g. " ' ; : ~ ! % ^ \*).**
- **If you provide an audio/video file that is longer than the maximum length allowed, you must indicate the track number and/or cue count to indicate which specific section is to be reviewed by assessors (for example, track #, watch/listen from 28 minutes to 31 minutes).**

For each example, click on **Edit Required Information** "[www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30](http://www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30)" title="Edit Required Information Icon" /> to provide assessors with details on your artistic examples.



## Video - File Upload

- Acceptable formats: AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video).
- Maximum size: 500 MB. For files larger than 300 MB, we recommend uploading the file to Vimeo and providing the link below.
- **Do not use accents or special characters in your file names as they may cause application submission errors (e.g. " ' ; : ~ ! % ^ \*).**
- **If you provide an audio/video file that is longer than the maximum length allowed, you must indicate the track number and/or cue count to indicate which specific section is to be reviewed by assessors (for example, track #, watch/listen from 28 minutes to 31 minutes).**

For each example, click on **Edit Required Information** "[www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30](http://www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30)" title="Edit Required Information Icon" /> to provide assessors with details on your artistic examples.

## Digital Image File Upload

- Acceptable formats: .jpg and .png only
- Maximum size: 5 MB per image
- **Do not use accents or special characters in your file names as they may cause application submission errors (e.g. " ' ; : ~ ! % ^ \*).**

For each example, click on **Edit Required Information** "[www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30](http://www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30)" title="Edit Required Information Icon" /> to provide assessors with details on your artistic examples.

## Photo Library



**Title:**Beyond\_Ireland.jpg

**Year:**2023

**Applicant's Credit/Role:**

**Description:**Musical group/band photo

Artist to be presented during festival

**Supporting artists' credit(s)/role(s):**

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**Title:**ComedyNight.jpg

**Year:**2023

**Applicant's Credit/Role:**

**Description:**

To show past event in Bonfield

Comedy night held at the Bonfield  
Community Centre in 2023.

**Supporting artists' credit(s)/role(s):**

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**Title:**Comedy\_Night.jpg

**Year:**2023



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Nicky kunkel  
Bonfield Township  
393477

**Applicant's Credit/Role:**

To show past event in Bonfield

**Description:**

Comedy night held at the Bonfield  
Community Centre in 2023

**Supporting artists' credit(s)/role(s):**

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**Title:**Comedy\_night\_audience.jpg

**Year:**2023

**Applicant's Credit/Role:**  
Past event in Bonfield

**Description:**  
To show full audience capacity during  
Comedy Night in Bonfield in 2023.

**Supporting artists' credit(s)/role(s):**



**Title:**Halloween.jpg

**Year:**2023

**Applicant's Credit/Role:**

Past community event in Bonfield

**Description:**

To show community creative engagement.

**Supporting artists' credit(s)/role(s):**

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**Title:**Halloween2.jpg

**Year:**2023

**Applicant's Credit/Role:**

Past community event in Bonfield

**Description:**

To show creative community  
engagement

**Supporting artists' credit(s)/role(s):**

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**Title:**Halloween3.jpg

**Year:**2023

**Applicant's Credit/Role:**  
Past event in Bonfield

**Description:**  
To show creative community

engagement

**Supporting artists' credit(s)/role(s):**

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**Title:**Halloween4.jpg

**Year:**2023

**Applicant's Credit/Role:**  
Past event in Bonfield

**Description:**  
To show creative community  
engagement

**Supporting artists' credit(s)/role(s):**

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Nicky kunkel  
Bonfield Township  
393477



**Title:** Magic\_show.jpg

**Year:** 2023

**Applicant's Credit/Role:**

Past event in Bonfield

**Description:**

Magic show for Canada Day.

**Supporting artists' credit(s)/role(s):**

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**Title:**Rendez-vous.jpg

**Year:**2023

**Applicant's Credit/Role:**Artist

**Description:**Metis musical group.

**Supporting artists' credit(s)/role(s):**



**Title:**Rendez-vous2.jpg

**Year:**2023

**Applicant's Credit/Role:**Artist

**Description:**  
Franco-Metis musical group

**Supporting artists' credit(s)/role(s):**

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**Title:**Rendez-vous4.jpg

**Year:**2023

**Applicant's Credit/Role:**Artist

**Description:**  
Melanie Smits engaging audience  
learning to dance Metis jig.

**Supporting artists' credit(s)/role(s):**

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**Title:**Rendez-vous5.jpg

**Applicant's Credit/Role:**Artist

**Year:**2023

**Description:**  
Melanie Smits engaging audience





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Nicky kunkel  
Bonfield Township  
393477

participation in Metis dancing.

**Supporting artists' credit(s)/role(s):**

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**Title:**YvanDalcourt.jpg

**Year:**2019

**Applicant's Credit/Role:**Artist

**Description:**

Yvan Dalcourt in a theatrical role.

**Supporting artists' credit(s)/role(s):**

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## Manuscript File Upload

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- Acceptable format: PDF only
- All documents' page orientation must be submitted as portrait, NOT landscape.
- Written material must be typed in a sans serif font no smaller than 11-point (for example, Arial or Helvetica).
- **Do not use accents or special characters in your file names as they may cause application submission errors (e.g. " ; : ~ ! % ^ \*).**

## Support Documents

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### Upload Instructions

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You must upload no greater than the maximum number of documents and maximum number of pages for a document detailed in the instructions below. All documents (except for promotional materials) must use a sans serif font no smaller than 11-point (for example, Arial or Helvetica).

## Bios, CVs or Organization Summaries of Key Project Collaborators

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You may submit the following:

**Bios of key artists or arts groups being presented (mandatory, 1 document in PDF format, maximum 3 pages)**

**Writing tip:** Include 1-2 paragraphs for each artist or arts group.

If artists are not confirmed, provide information on proposed artists and recently presented artists.

[Artist\\_Bios.pdf](#)

## Project Plans

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**What are you planning to do, and what do you want to achieve with this project? (Maximum 425 words)**

**Writing tip:**

- Describe your proposed presenting activity (festival, series, exhibition, etc.).
- Explain how you choose the artists you are presenting, your group's artistic vision and approach.
- If your programming is not yet confirmed, describe your current plan, give examples from past programming that illustrate your group's artistic vision and approach. Explain how you will finalize your plans.

- Include information on the type and size of the venue(s) where you will be presenting the artists.
- When applicable, describe how you have approached the presentation of cultural practices and stories responsibly (for example, consultation, cultural protocols, expertise).

We are proposing a variety of arts activities for a winter festival beginning February 8, 2025 and ending February 22, 2025. The festival will include an evening of traditional music, Metis dance & storytelling with musical groups "Beyond Ireland" from Sudbury and "Rendez-vous" from Sturgeon Falls/Verner, with Metis storytellers and dancers Melanie Smits & Yvan Dalcourt. We are also planning outdoor art installations by regional artists. We have received a quote and verbal agreement from the bands, dancers, and storytellers however confirmation is pending grant approval. For the outdoor art installations, we will be working with Creative Industries North Bay to put a call to regional artists and sculptors. We have also approached Bureau des regroupements des artistes visuels de l'Ontario (BRAVO) who are keen on promoting the work of francophone artists.

The music, dance and theatrical events will be held at the Bonfield Community Centre which has a raised stage and a large area for seated audience. The installation pieces will be displayed in Kaibuskong Park, a roughly 10,000 sq/m natural public area equipped with hydro on the grounds of the Bonfield Township offices. The call will be for installations that have interactive or innovative components.

We are giving preference to the artists listed and regional installation artists in order to promote them within our community. Residents of Bonfield generally prefer to support local in as many ways as possible. We also believe that the artists listed are the ones who will best tell the story of our past and help us with ideas and visions for our future.

Other planned events during the week (outside the scope of the grant) will include an exhibition of historical images and texts curated by the Bonfield Library with a talk by a local historian; an outdoor

bonfire storytelling component; moccasin, sash weaving and beading workshops; and a creative snow sculpture competition. These new theme-oriented, creative events will provide a more robust offering to our usual skating, sledding and ice fishing activities during the coldest time of the year. Our larger goal is also to show Bonfield residents that the arts can bring many benefits to our community from general well-being and enjoyment to economic benefits as we've seen in the OAC's "Ontario Arts and Culture Tourism Profile" (2023).

Start Date	End Date	Project Activity/Task(s)	Location	Person(s) and/or Organization(s) Involved
2024-08-01	2024-08-31	Create call for submissions for installation artists	Bonfield	Bonfield REC Committee; Creative Industries North Bay, BRAVO
2024-09-01	2024-10-31	Advertise call for submissions for installation artists	Northern Ontario	Bonfield REC Committee; Creative Industries North Bay, BRAVO, and any other northern ontario arts organizations
2025-01-02	2025-02-08	Marketing & Ticket sales for music, dance performance	Bonfield	Bonfield REC Committee, Bonfield Township, various local business partners



2024-11-01	2024-11-30	Jury & selection of installation artist	Bonfield	Bonfield REC Committee
2025-02-01	2025-02-22	Presentation of outdoor installation	Kaibuskong Park, Bonfield	Selected artist(s), Bonfield REC Committee
2025-02-08	2025-02-08	Musical, dance performance	Bonfield Community Centre	Rendez-vous, Beyond Ireland, Melanie Smits, Bonfield REC Committee
2025-02-08	2025-02-17	Complementary activities: Exhibition, storytelling, snow sculpture contest	Bonfield	Yvan Dalcourt, Bonfield Library, Bonfield REC Committee

**Do you plan to involve other people or organizations in your project?**

**Writing tip: Answer yes to this question.**

This is where you will include the names of the artists you plan to present, any community partners you will be working with or any other partners in the project.

Note: This could include artists, arts workers (such as administrators, technical crew), arts and non-arts organizations, businesses, or groups.

Yes

Name	City/town/First Nation (if outside Ontario, enter province and/or country) where they live/are located	Role On Project	Is the person or organization paid for their work/participation in your project?
Rendez-vous	Sturgeon Falls	Musical group	Yes
Beyond Ireland	Sudbury	Musical group	Yes
Melanie Smits	Verner	Storyteller/Singer/Dancer	Yes
Yvan Dalcourt	Sudbury	Actor/Storyteller/Dancer	Yes
1 to 3 Artists TBD	Northern Ontario	Sculptural installation artist(s)	Yes
Creative Industries North Bay	North Bay	Volunteer-based community partner	No
BRAVO	Ottawa	Volunteer-based community partner	No

**Why have you chosen, or how will you choose, the people and/or organizations you will work with? How will you work with them and what will they contribute to the project? (Maximum 400 words)**

**Writing tip:** Specify:

- if you already have a relationship with your chosen collaborators
- if your choice of collaborators includes representation from one or more OAC priority groups

We are choosing to work with artists from northern Ontario, many of whom are also francophone and/or indigenous. These individuals and organizations are integral to our project as they best represent the diverse cultural fabric and artistic traditions of our community. By showcasing their work, we aim to celebrate and preserve our unique heritage while also promoting local talent.

In selecting installation artists, we have partnered with Creative Industries North Bay and BRAVO. These organizations possess extensive experience in supporting and promoting the creative sector in North Bay, Ontario, fostering a progressive and prosperous community. Together, we will issue a call for submissions/proposals in the summer, distributing it to various arts groups throughout northern Ontario. The submissions will undergo a thorough review process by the Bonfield REC Committee, with input and guidance from Creative Industries and BRAVO. By engaging these expert partners, we ensure a fair and inclusive selection process that aligns with our project's goals.

Selected installation artists will be notified by late fall, allowing them ample time to prepare for the February installation. As part of our commitment to supporting artists, the grant funds will cover their travel expenses, ensuring equitable access to participation. Additionally, the REC Committee will provide on-site assistance with setup and takedown for all events, facilitating a seamless and professional execution. Meanwhile, Bonfield Township will take charge of marketing and promoting the activities, maximizing their visibility and impact within the community and beyond. Through these collaborative efforts, we aim to create a vibrant and engaging arts festival that enriches the cultural landscape of Bonfield and fosters connections between artists and audiences.



**How will this project contribute to your development (or to your group's overall goals)? (Maximum 200 words)**

**Writing tip:** Explain how this project will develop your group's audience and increase your community's access to, and engagement with, diverse professional arts activity.

This project holds immense potential to propel Bonfield's development, especially considering our community's struggle to secure funding for arts and cultural initiatives. Despite our central position in the Mattawa River tourism region, we often go unnoticed as a destination, and our residents must seek cultural experiences elsewhere. Limited resources and infrastructure have hindered our ability to host large-scale arts productions, yet we possess smaller venues ready for development as we cultivate an arts and culture industry.

As a community, Bonfield is also ripe for an evolution. There is potential to develop a thriving arts sector along with economic benefit. We believe the arts will provide a way forward for our township to grow in beneficial ways that will ground us in our past while moving us toward the future in creative and responsible way.

**What audiences, participants, communities, partners and artists do you intend to reach? What immediate and ongoing benefits do you expect the project will have for them? (Maximum 450 words)**

**Writing tip:** Include and explain any benefits to OAC priority groups.

Include steps you are taking to improve access to your activity for audiences:

- who are Deaf or have a disability
- who live in remote areas outside your immediate community

- who have traditionally not had access to your presentations

We intend to reach our residents, who are primarily scattered throughout remote areas within the township's boundaries. This includes young families, working-class individuals, homesteaders, and middle-class newcomers. By offering professional arts events locally, we aim to provide accessible cultural experiences for all residents, eliminating the need for them to travel long distances to access such opportunities.

Our project extends beyond Bonfield to include neighbouring towns and rural communities within the region. By promoting collaboration and cultural exchange, we aim to strengthen ties between communities and celebrate the diverse talents and traditions of northern Ontario.

Through the inclusion of installations with interactive or other innovative features, we hope to inspire our young people to the possibilities of careers in the arts. The intent is to provide all of our residents as many events as possible by providing a diverse, theme-oriented program right here at home. The grant will allow us to provide these events at the lowest cost to our residents as possible encouraging high participation.

Immediate benefits of our project include increased access to high-quality arts programming for residents of Bonfield and surrounding areas. By bringing professional artists to our community, we offer cultural enrichment and entertainment options that were previously unavailable locally. Additionally, our initiatives will provide opportunities for skill development, cultural exchange, and social interaction, contributing to individual well-being and community cohesion.

For OAC priority groups we are implementing several measures to improve accessibility, ensuring venues are accessible and offering online streaming options for remote audiences. We are also actively

engaging with marginalized communities to understand their needs and preferences, tailoring our programming to be inclusive and welcoming to all.

**What are your plans to reach your intended audience, participants or community? (Maximum 225 words)**

**Writing tip:** This may include partnering with other groups to expand your reach, marketing campaigns, etc.

To effectively reach our intended audience, participants, and community, we have developed a robust marketing strategy that encompasses a variety of traditional and digital channels. Our dedicated volunteers, who are integral members of the REC Committee, will lead the creation and dissemination of promotional materials such as mail-outs, flyers, posters, and radio advertisements. These materials will be strategically distributed across the township and neighbouring areas to ensure widespread visibility.

Moreover, the Township will actively promote the events on its official municipal website, newsletter, and various social media platforms, amplifying our outreach efforts. Additionally, our community partners, including Creative Industries North Bay and BRAVO, will play a crucial role in spreading awareness by sharing event details on their respective social media channels, thereby extending our reach to a broader audience base.

By leveraging the collective resources and efforts of our volunteers, partners, and municipal platforms, we aim to minimize marketing costs while maximizing the impact of our promotional campaigns. This concerted approach will ensure that our programming resonates with our target audience effectively, fostering greater community engagement and participation in our cultural events.

## Budget

Your budget must balance at \$0 (total expenses equal total revenues).

Your budget must balance at \$0 (total expenses equal total revenues).

Make sure that this budget matches the project you described in the rest of the application.

**Tip:**

- Do not include in-kind support in the budget form. You will have the opportunity to describe them in your budget notes.
- See the program web page for more detailed information on eligible expenses.

## Revenue

### Earned Revenue (click the plus button below to add)

Revenues from box office/admissions/co-productions/touring/exhibition rental/presenting/distribution	\$1,000
--	---------

Fees from workshops/classes/conferences/seminars	\$0
--	-----

Revenues from sales/commissions/broadcast revenues	\$0
--	-----

### Other Earned Revenue

<b>Total Earned Revenue</b>	\$1,000
<b>Private Sector Revenue (click the plus button below to add)</b>	
Individual donations	\$0
Corporate donations	\$0
Corporate sponsorship	\$0
Foundation grants and donations	\$0
Fundraising events	\$0
<b>Other Private Sector Revenue</b>	
<b>Total Private Sector Revenue</b>	\$0
<b>Government Revenue (click the plus button below to add)</b>	

<b>**OAC grant request amount**</b>	\$5,000
Other Ontario	\$0
Federal	\$0
Municipal/Community	\$400
<b>Other Government Revenue</b>	
<b>Total Government Revenue</b>	\$5,400
<b>Total Revenue</b>	<b>\$6,400</b>

## Expenses

<b>Artistic Expenses (click the plus button below to add)</b>	
Fees/salaries of artists	\$6,000

Copyright/royalty/reproduction expenses	\$0
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**Other Artistic Expenses**

<b>Total Artistic Expenses</b>	<b>\$6,000</b>
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**Production/Programming Expenses (click the plus button below to add)**

Fees/salaries of production/technical personnel	\$0
---	-----

Expenses for exhibitions/programming/production/distribution/touring/circulation/catalogues/documentation/publications	\$0
--	-----

Venue/facility rental	\$400
-----------------------	-------

Equipment expenses	\$0
--------------------	-----

Insurance/Travel/Transportation	\$0
---------------------------------	-----

**Other Production/Programming Expenses**



<b>Total Production Programming Expenses</b>	<b>\$400</b>
<b>Administrative Expenses (click the plus button below to add)</b>	
Fees/salaries of administrative/marketing/fundraising personnel	\$0
Expenses for marketing/communication/advertising/fundraising	\$0
<b>Other Administrative Expenses (utilities, supplies, etc.)</b>	
<b>Total Administrative Expenses</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$6,400</b>

**Budget notes**

Either use the field provided to enter your budget notes (maximum 1,000 words); or use the upload button to upload 1 document in PDF format (maximum 2 pages).

**Tip:**

Make sure that these budget notes match your budget and the project you described in the rest of the application.

As relevant to your project, your budget notes should:

- explain how you are estimating project revenues
  - For example, indicate how **Revenues from box office/admissions/co-productions/touring/exhibition rental/presenting/distribution** projections have been determined and/or relate to your past experience.
  - Include individual ticket prices.
- indicate whether other revenue sources are confirmed or pending (grants, private sector donations, etc.)
- describe any in-kind contributions (for example, donation of space, volunteer technical support, front of house)
- list individual artist fees (for example, for performers, artist workshop presenters, artistic directors, royalties)
- show how artist fees and other costs are calculated
  - For example, if an artist will be paid a daily rate, give the rate and the number of days they will work.
  - Note: The program does not fund living and personal expenses. Do not provide details of your living and personal expenses as the rationale for the calculation of artist fees. Artist fees may be used at the discretion of the artist.
- state if you are basing fees on standard rates set by institutions
- specify what larger expenses include (for example, venue rental includes one week of rehearsals, one week of shows, use of a sound system, technical staff)

- The outlined budget only includes aspects related to the use of the grant.
- Bonfield Township will pay the rental cost of the Community Centre.
- Ticket sales will provide for the portion not covered by the Ontario Presenter grant. Ticket sales will be offered by local businesses such as the Caisse Alliance, Rolly's Pit Stop and the Yogi Bar Kwik-Way.
- Administration, staffing and production for all the events listed in the grant application will be provided by Bonfield Township staff, volunteer REC Committee members and other community volunteers.
- Flyers and promotional materials will be created by volunteer REC Committee members with graphic design experience.
- Marketing will be done through the township's web site, newsletter and social media channels.
- The exhibition of historic artefacts will be produced by the Bonfield Library and their volunteer committee members.
- Should we have cost overruns that need to be paid, we will adjust ticket sale prices.

## OAC Statistics

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**The following information is being gathered for OAC research purposes only. This information will not be seen by assessors and will not be considered in determining any grant amount.**

## Festival

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**Is the project you are applying for a festival, or is your organization a festival? (See OAC's definition of festival below.)**

#### **OAC Definition of "Festival"**

An event including an organized and multi-faceted program of arts activities that takes place within a defined and concentrated period of time of one or more days. A festival may be one-time, but is usually held on a recurring basis – most often annually. Examples of types of festivals include (but are not limited to): Indigenous arts festivals, pow wows, dance festivals, literary festivals, music festivals, fringe theatre festivals, media arts/film festivals, photography festivals, folk arts festivals, art fairs, multidisciplinary festivals, and community arts festivals.

NOTE: The following are NOT considered as festivals for OAC's purposes:

- Ongoing series of arts activities/events presented either at regular intervals (e.g. every month) over an extended period of time or seasonally
- Commercial trade fairs/conferences
- Individual works that will (or may) be shown as part of a festival (where the applicant is not the festival organizer)

Yes

**Declaration**

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**This information is for OAC only and is not used by assessors for assessment purposes during the evaluation of your application.**

**I am submitting my application in:**

English

## Organization Contacts

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### Organization Type

Not-for-Profit

### Contact for this application

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The OAC will contact this person, if required, in the review of the application.

Casandra Klooster

## Head of Organization

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Responsible for managing the organization's overall operations and authorizing the application(s) submitted to OAC. This role can include a book or magazine publisher or CEO. This person will receive OAC's notices related to the status of grant notifications, invitations for OAC events and news. **To edit the Head of Organization, go to Update Organization Profile.**

Nicky kunkel (cao.clerk@bonfieldtownship.com)

## Head of Artistic / Programming

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Responsible for the organization's artistic programming. The person may be the same individual as the Head of Organization and/or Head of Administration. This role can include a book or magazine editor/editorial director. This person may receive OAC's invitations for OAC events and news. **To edit the Head of Artistic / Programming, go to Update Organization Profile.**

Steve Featherstone (reptilestorecamp@yahoo.ca)

## Head of Administration

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Responsible for the organization's finances and administration. The person may be the same individual as the Head of Organization and/or Head of Artistic/Programming. This role can include a book or magazine publisher or managing editor. This person may receive OAC's invitations for OAC events and news. **To edit the Head of Administration, go to Update Organization Profile.**

Nicky kunkel (cao.clerk@bonfieldtownship.com)



## Head of Board/Governing Body

Responsible for leading the volunteer board of directors or governing body of an incorporated not-for-profit organization and authorizing the application(s) submitted to OAC. This role can include a book or magazine publisher or managing editor. This person will receive OAC's notices related to the status of grant notifications, and may receive invitations for OAC events and news. **To edit the Head of Board / Governing Body, go to Update Organization Profile.**

Nicky Kunkel

## [View Terms and Conditions – OAC Project Grant Applications](#)

**I acknowledge that I have read and understood the Terms and Conditions that govern applications to the Ontario Arts Council**

I Agree

## [View Terms and Conditions – Receipt of OAC Project Grant Funds](#)



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Nicky kunkel  
Bonfield Township  
393477

**I acknowledge that I have read and understood the Terms and Conditions that govern receipt of Ontario Arts Council funds**

I Agree

**Applicant Declaration**

**I confirm that the information I have provided in this application for funding assistance is true, accurate and complete in every respect. I understand that providing false information may result in legal liability to me and, where applicable, my co-applicant and/or the members of the ad-hoc group, collective and/or organization on whose behalf I am submitting this application.**

**I also confirm that I have obtained the necessary consents of all relevant individuals to provide their information to OAC and for OAC to use and/or disclose this information as set out in the Terms and Conditions.**

**By checking the box below, I acknowledge and confirm that I have the legal authority to: 1) submit this application on behalf of my ad-hoc group, collective or organization; ii) bind my ad-hoc group, collective or organization to the Ontario Arts Council's Terms and Conditions governing applications to OAC through its online application system (Nova) and the receipt of funds, and that my ad-hoc group, collective or organization agrees to be so bound; and iii) that all references to "I" and "we" in this application are to be read as including the ad-hoc group, collective or organization on whose behalf I am submitting this application.**

I Agree



Nicky kunkel  
Bonfield Township  
393477

## Notification Letter

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**Notification Letter:** [Notification\\_Letter.pdf](#)

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-48**

**BEING A BY-LAW TO AUTHORIZE AN AGREEMENT  
BETWEEN THE TOWNSHIP OF BONFIELD AND THE ONTARIO ARTS COUNCIL**

WHEREAS Section 8 of the Ontario Municipal Act, S.O. 2001, c. 25 empowers and authorizes a municipality to enter into agreements to enable them to govern their affairs as they consider appropriate;

AND WHEREAS the parties hereto agree to the terms and provisions set out in the attached Agreement between the Township of Bonfield and the Ontario Arts Council;

NOW THEREFORE, the Council of the Corporation of the Township of Bonfield enacts as follows:

1. THAT the Mayor and Clerk is hereby authorized and empowered to execute the aforesaid Agreement on behalf of the Council for the Corporation of the Township of Bonfield and;
2. THAT this agreement between the Corporation of the Township of Bonfield and the Ontario Arts Council, attached as Schedule "A" to this By-Law, be and is hereby accepted.
3. THAT this By-law shall come into force and effect on the date of passing thereof.

**READ A FIRST, SECOND AND THIRD TIME & FINALLY PASSED THIS 9<sup>TH</sup> DAY OF JULY 2024.**

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**Mayor**

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**Clerk**

# *The Corporation of the Township of Bonnechere Valley*

49 Bonnechere Street East  
P.O. Box 100  
Eganville, Ontario K0J 1T0



Phone (613) 628-3101  
Fax (613) 628-1336  
e-mail [annetteg@eganville.com](mailto:annetteg@eganville.com)

June 24, 2024

Re: Resolution to Support Increase to Infrastructure Funding

At its regular council meeting of June 5, 2024, the Council of the Township of Bonnechere Valley reviewed correspondence

This letter is to advise that Council voted in support of this correspondence with the following resolution:

**24.094 MOVED BY**                      **Tracey Sanderson**  
**SECONDED BY**                        **Brent Patrick**

**WHEREAS** Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads and bridges and water wastewater and municipally owned buildings including recreational facilities and libraries; and

**WHEREAS** in 2018, the Ontario government mandated all Ontario municipalities to develop capital asset management plans with the stipulation that they be considered in the development of the annual budget; and

**WHEREAS** small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone; and

**WHEREAS** the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and

**WHEREAS** small rural Ontario cannot keep pace with the capital investments required over the next 20 years unless both the Provincial and Federal Governments come forward with new sustainable infrastructure funding; and

**WHEREAS** it is apparent that both the Federal and Ontario Governments have neglected to recognize the needs of small rural Ontario; and

**NOW THEREFORE BE IT RESOLVED THAT** Bonnechere Valley call on the Ontario and Federal Government to implement sustainable infrastructure funding for small rural municipalities;

**AND THAT** small rural municipalities are not overlooked and disregarded on future applications for funding;

**AND THAT** both the Federal and Ontario Governments begin by acknowledging that there is an insurmountable debt facing small rural municipalities;

**AND THAT** both the Federal and Ontario Governments immediately commission a Working Group that includes a member of the Eastern Ontario Wardens Caucus, to develop a plan on how to deal with the impending debt dilemma;

**AND FINALLY THAT** this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; Michel Tremblay Acting President and CEO, Canada Mortgage and Housing Corporation; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; MP Cheryl Gallant; MPP John Yakabuski, AMO, ROMA, FCM, Eastern Ontario Wardens' Caucus and all Municipalities in Ontario.

Carried

I trust you will find this satisfactory, but if you have any questions or comments please feel free to contact the undersigned.

Yours truly,

Annette Gilchrist, CMO., AOMC  
CAO/Clerk/Treasurer  
Township of Bonnechere Valley

cc.





# *The Corporation of the Township of Otonabee-South Monaghan*

June 28, 2024

Via Email: [david.piccinico@pc.ola.org](mailto:david.piccinico@pc.ola.org)

Hon. David Piccini M.P.P.  
Minister of Labour, Immigration, Training and Skills Development  
117 Peter Street  
Port Hope, ON  
L1A 1C5

Dear Minister Piccini:

**Re: Regulations for the Importation and Safe Use of Lithium-ion Batteries**

I am writing today to bring to your attention a matter of significant importance to the Township of Otonabee-South Monaghan, regarding the importation and safe use of lithium-ion batteries.

At the June 17, 2024 Council Meeting the Fire Chief of the Township of Otonabee-South Monaghan made a presentation to Council on the dangers presented by lithium-ion batteries. The Fire Chief was reporting back from attending the Charged For Life Symposium presented by the Office of the Fire Marshal.

During the presentation, the Fire Chief stressed that the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries is presenting a significant increase in fire and explosion, putting citizens and responding personnel in danger. These after market batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any associated regulations.

Unlicensed persons and locations can store and modify lithium-ion batteries in our communities without regulations, providing dangerous conditions within a community. Charging these batteries within the home or multi-unit dwellings can result in larger fires with grave results.

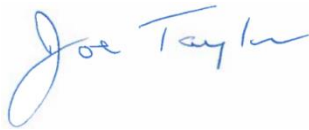
As Canada becomes more aware of Green Energy solutions, these batteries are used more often, increasing the danger to our communities. We support the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries and encourage every municipality to actively promote safe practices for the use of lithium-ion batteries.

We also call upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries.

Thank you in advance for your attention to this very critical issue, and I look forward to your prompt consideration and support.

Please do not hesitate to contact me or our Fire Chief if you require any additional information.

Yours truly,  
Township of Otonabee-South Monaghan

A handwritten signature in blue ink that reads "Joe Taylor". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

Joe Taylor, Mayor

Cc: MP, Philip Lawrence  
All Ontario Municipalities



# Animal Alliance of Canada Fund

June 26, 2024

Mayor Narry Paquette  
Township of Bonfield  
365 Highway 531  
Bonfield, ON P0H 1E0

## **BY MAIL**

Dear Mayor Paquette,

### **RE: Human/Wildlife Conflict mitigation manuals**

As municipalities across Canada experience crises related to global warming, we write to inform and encourage you to consider the benefits of non-lethal solutions when dealing with human/wildlife conflicts.

Members of Animal Alliance have advised and supported numerous communities across Canada as they employed simple, non-lethal techniques to manage wildlife. They remain successful examples that coexisting peacefully is possible.

The traditional approach to resolving human/wildlife conflicts is to kill the animal. Beavers are trapped or shot and their lodges and dams destroyed. Canada geese are routinely rounded up and culled. Deer are lured into traps and killed with captive bolt pistols. Coyotes and bears are dispatched by licensed hunters or trappers.

But there is a growing body of evidence of the necessity of wildlife in our ecosystems and shared spaces and the many benefits of addressing conflicts with them in a non-lethal way. Indeed, many people are becoming increasingly sensitive to these issues and expect conflicts to be resolved without killing.

Two manuals in particular have been developed to provide municipalities with information relating to the habitat needs and deterrents of **Canada geese and beavers** in urban and suburban environments. The manuals are available here:  
[www.animalalliancefund.ca/human-wildlife-conflict](http://www.animalalliancefund.ca/human-wildlife-conflict)

Those who created these manuals recognize that **municipal action is key** to effective implementation of best practices and that managing conflicts on a municipal scale is far more complicated than it is for private property owners to manage individual conflicts.

Animal Alliance of Canada Fund  
221 Broadview Avenue, Suite 101 | Toronto, ON M4M 2G3

416-462-9541 | [AnimalAllianceFund.ca](http://AnimalAllianceFund.ca)

These manuals recognize common municipal concerns and provide guidance on how to manage the human/wildlife conflicts you may be facing in the most economical, safe, and effective way possible.

The purpose of these manuals is to provide you with information on the best management practices and techniques for mitigating conflict. The manuals provide the tools that will allow you to maintain beavers and geese and their contributions to **healthy ecosystems, while mitigating conflicts and ensuring public safety.**

Beavers: When managing human/wildlife conflicts, municipalities play a critical role in the process and are necessary if any positive changes are to come. We often find that the common view of municipal staff is that flow devices and tree wrapping are unsuitable for urban areas. However, most areas of development that are being impacted by beaver activity are at the edges in suburban areas. These areas were rural not that long ago, and the distinction between urban, suburban, and rural is becoming increasingly blurred. Solutions such as tree wrapping and flow devices are effective in nearly every area, if they are implemented properly.

Another common concern of municipal staff that is often raised is that stormwater infrastructure is unsuited to flow devices. In reality, there are many examples where flow devices are performing excellently in stormwater infrastructure. Even more importantly practices focused on prevention have been and will continue to be demanded of municipalities by the public, for a number of reasons. In recent years, there has been an increasing push for green infrastructure solutions. Additionally, stormwater ponds are very often in the view of the public, located in highly-populated neighbourhoods, and used for recreational purposes. People are horrified at the thought of animals struggling and dying in traps right beside their recreational paths, and there is the serious issue of public safety when kill traps are used in places where children and pets play.

The beaver manual addresses the fact that municipalities face similar circumstances, including:

- the increasing development of lands;
- the economic realization that preventative measures *costs 8 times less* than reactive and repetitive measures, when costs buried in road, drainage, stormwater, and forestry department budgets are considered; and
- the public demand for environmentally progressive, safe, cost-effective, humane, and sustainable solutions.

Canada geese: Most urban conflicts occur from June to mid July when the birds are flightless and at their maximum numbers. They congregate in large numbers in municipal parks, around stormwater management ponds and along urban shorelines and come in

conflict with residents using the facilities for recreational purposes. Residents often complain of goose feces and grass damage.

Animal Alliance helped produce a *Habitat Modification & Canada Geese* manual that contains information relating to the habitat needs for and deterrents of Canada geese in urban environments. Habitat modification as a means of reducing human-geese conflicts works on a site-specific basis. It offers a choice between eliminating the use of the site by geese altogether or accommodating the geese in such a way as to reduce or eliminate conflict.

Habitat modification through natural landscaping techniques offers both an ecological and humane means of reducing human/goose conflicts in urban, suburban and even agricultural environments. This manual is currently being updated to include information on attractants, scare tactics, physical exclusion, reproduction and how fertilizer can play an important role.

We urge you to read and use these manuals to their full extent. You truly are the most critical players in the changing field of wildlife management and have the potential to make a real difference.

Thank you for taking the time to consider best management practices regarding human/wildlife conflicts, and for thoroughly evaluating your approach so as to find and implement the most cost-effective, safe, long-term, sustainable, environmentally responsible, and humane solutions that are available.

We will be pleased to discuss this letter with you anytime.

Sincerely,



Lia Laskaris  
Chief Executive Officer  
T/ 416-462-9541  
E/ [lia@animalalliance.ca](mailto:lia@animalalliance.ca)



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Wildlife Consultant  
T/ 905-472-9731  
E/ [barry@animalalliance.ca](mailto:barry@animalalliance.ca)

Additional Resource: [www.beaversolutions.com](http://www.beaversolutions.com)



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-47**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL**

**WHEREAS** it is the desire of Council to confirm all Proceedings and By-Laws:

**NOW THEREFORE** the Council of the Corporation of the Township of Bonfield **ENACTS AS FOLLOWS:**

1. THAT the Confirmatory Period of this By-Law shall be for all Regular Council and Special Meetings from June 25, 2024 to July 9, 2024 inclusive.
2. THAT all By-Laws passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
3. THAT all resolutions passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
4. THAT all other proceedings, decisions and directions of the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.

**READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF JULY 2024.**

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MAYOR

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CLERK